NORTHWEST CHRISTIAN COLLEGE

VISION

*To be a college known for its integration of excellent academic programs,
a foundation in the Christian faith,
and a focus on teaching leadership and ethics*

MISSION

*To develop competent, ethical leaders for service in the workplace,
community, Church, and world*

VALUES

*Academic excellence
Faith commitment
Ethical leadership
Character development
Caring community
Global engagement*

OUR COMMITMENT AS A CAMPUS COMMUNITY

*As a Christian institution of higher learning,
we are committed to being a caring, welcoming community
characterized by diversity, inclusiveness, respect for all people,
and a passion for social justice.*

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2007-2008 ACADEMIC YEAR

Fall Semester

Classes begin ....August 29, 2007
Labor Day holiday .... September 3, 2007
Mid-semester holiday.. October 12, 2007
Thanksgiving holiday .... November 22-23, 2007
Commencement services .... December 7, 2007

Spring Semester

Classes begin .... January 14, 2008
Martin Luther King, Jr. holiday .... January 21, 2008
Spring break..March 24-28, 2008
Good Friday holiday..March 21, 2008
Baccalaureate services... May 9, 2008
Commencement services .... May 10, 2008

Summer Semester

Memorial Day holiday .... May 26, 2008
Independence Day holiday ....July 4, 2008

2008-2009 ACADEMIC YEAR

Fall Semester

Classes begin ....August 27, 2008
Labor Day holiday .... September 1, 2008
Mid-semester holiday.. October 10, 2008
Thanksgiving holiday .... November 27-28, 2008
Commencement services .... December 12, 2008

Spring Semester

Classes begin .... January 12, 2009
Martin Luther King, Jr. holiday .... January 19, 2009
Spring break..March 23-27, 2009
Good Friday holiday..April 10, 2009
Baccalaureate services... May 8, 2009
Commencement services .... May 9, 2009

Summer Semester

Memorial Day holiday .... May 25, 2009
Independence Day holiday ....July 4, 2009

A WELCOME FROM THE PRESIDENT

Dear students:

It is with great pleasure that I welcome you to Northwest Christian College. What an exciting time this is to be a student at NCC! As an institution of higher learning, we have been educating students since 1895. One constant since that time has been our commitment to the Bible and Christian values as our foundation. But NCC has changed dramatically over the years and has experienced a transformation from a Bible college to a Christian liberal arts college. Today, undergraduate students prepare for careers in a diverse array of fields ranging from the ministry and professional careers such as business and education to liberal arts areas such as psychology and speech communication. Furthermore, we have expanded our offerings to include graduate programs in school counseling, professional counseling, and business administration.

Dr. David Wilson, President

Whatever your choice of major and career happens to be, you will find at NCC well-designed curricula and superb faculty and staff who are focused on your success. At NCC, faculty and staff care not only about a student's intellectual development but about his or her personal development as well. It is a place where breadth and depth of knowledge, critical thinking, relationships, character development, faith development, and values all take center stage. And it is a learning environment from which students leave well-prepared for productive and satisfying careers and lives of Christian service, civic engagement, and ethical leadership.

Look around campus, visit with faculty and staff, and you will soon realize that we are growing, building new facilities, enhancing our technology, adding new programs of study, and offering an increasing number of student learning and growth opportunities such as study abroad, mission trips, and internships.

I invite you to explore this catalog for all that it offers you in the way of challenging and exciting programs of study and avenues for personal growth. And I encourage you to take full advantage of our rich learning environment. Our faculty and staff stand ready to assist you. I hope you will seek and welcome their good counsel and mentoring.

Again, I welcome you to this jewel of a college we call NCC. I trust that your journey with us will be rewarding.

Sincerely,
Dr. David W. Wilson

ADMINISTRATIVE OFFICERS AND STAFF

Office of the President
President ....David W. Wilson
Executive Administrative Assistant ....Carla Aydelott
Special Assistant to the President for Institutional Research and Assessment ....

Academic Affairs
Vice President for Academic Affairs and Dean of the Faculty ....Dennis R. Lindsay
Dean of the School of Arts and Sciences..Mick Bollenbaugh
Dean of the School of Business and Management ....Michael Kennedy
Dean of the School of Teacher Education...Janine Allen
Dean of the School of Graduate and Professional Studies...Colleen Ramos
Registrar... Aaron Pruitt
Assistant Registrar ....Bonnie Temple

Advancement
Vice President for Advancement .... James Dean
Director of Alumni Relations...Jeannine Jones
Director of Center for Leadership and Ethics ....
Director of Church Relations .... Garth Blake
Senior Development Officer ....Beth Walsh

Business Affairs
Vice President for Finance and Administration/Chief Financial Officer ....Diana Barkelew
Director of Human Resources...
Fiscal Analyst ....Chris Dahlvig
Payroll Analyst.. Greg Battle
Student Billing/Revenue Collection Specialist...Darcy Dellinger
Plant Superintendent .... Oskar Bucher

Enrollment
Vice President for Student Development & Enrollment and Dean of Students ....Michael Fuller
Director of Admission .... Jennifer Samples
Assistant Director of Admission...Kathy Sweetman
Graduate and Professional Studies Community Outreach Specialist ....
Director of Financial Aid ....Jocelyn Hubbs
Financial Aid Counselor...Scott Palmer

Information Systems Department
Analyst Programmer II...Dean Niewart
Campus Computing Specialist ....Doug Vermilyea
Database Administrator .... Jason Marshall
Help Desk/Network Technician...Samuel Robinson
Network Administrator .... Jason Barta

Kellenberger Library
Director.. Steve Silver
Reference Librarian...
Public Services Supervisor... Karen Head
Technical Services Supervisor ....Debbie Caudell

Student Development & Athletics
Vice President for Student Development & Enrollment and Dean of Students ....Michael Fuller
Associate Dean of Students and Director of Residence Life.................................Jolyn Dahlvig
Area Residence Coordinator/Assistant Director of Student Activities .... Kirsten Madsen
Director of Service Learning and Career Development...Angela Doty
Director of Student Programs ....Jacob Poetzl
Campus Nurse ....Barbara Winnick
Campus Pastor.. Steven Poetzl
Athletic Director... Corey Anderson
Athletic Events Coordinator..Tim Hood
Athletic Trainer ....Jarred Gibson
Sports Information Director ....Nick Askew
Men's Basketball Coach... Dave Lipp
Women's Basketball Coach ....Charlie Olds
Cross Country Coach... Heike McNeil
Men's Golf Coach.. Tommy Limbach
Women's Golf Coach .... Tony Joyner
Men's Soccer Coach ....Chris Bolton
Women's Soccer Coach..Vern Stewart
Women's Softball Coach ....Tim Hood
Women's Volleyball Coach ....Dale Weigandt

FACULTY

Steve Andersen, D.H.A., *Associate Professor: Business and Management*
B.S., University of the Pacific, 1970; M.B.A., California State University, 1982; D.H.A., Medical University of South Carolina, 2002. (Since 2007)

Allen E. Belcher, Ph.D*., Professor: Management*
B.S., Florida Southern College, 1966; M.A.T., Emory University, 1967; Ph.D., University of Oregon, 1992. (Since 1993)

Timothy M. Bergquist, Ph.D*., Professor: Quantitative Methods*
B.S., University of Portland, 1971; M.S., University of Louisiana at Lafayette, 1973; M.B.A., Santa Clara University, 1975; M.S., Oregon State University, 1985; Ph.D., University of Oregon, 1996. (Since 1996)

Teresa DaVigo, Ph.D., *Assistant Professor: Psychology*
B.S., University of Oregon, 1997; Ph.D., Seattle Pacific University, 2006. (Since 2007)

Michael Kennedy, D.B.A., *Dean of the School of Business & Management; Associate Professor: Business & Management*
B.S., University of Oregon, 1969; M.Div., Yale University, 1972; M.S., Naval Post Graduate School, 1983; D.B.A., Nova Southeastern University, 2001. (Since 1997)

Anne Maggs, M.B.A., *Associate Professor: Business and Management*
B.S., University of Oregon, 1982; M.B.A., Northwest Christian College, 2001. (Since 2001)

Jeanie O'Laughlin, Ph.D., *Associate Professor: Accounting*
B.S., California State University, 1983; M.B.A., California State University, 1986; Ph.D., Claremont Graduate University, 2003. (Since 2007)

Colleen Ramos, M.Ed., *Dean of the School of Graduate and Professional Studies; Associate Professor: Management*
B.A., State University of New York, 1997; M.Ed., College of Saint Rose, 1999; Ph.D. candidate, Barry University. (Since 2006)

The above are faculty who regularly teach in the Professional Studies Program. Other full-time and part-time faculty in the undergraduate schools also teach specific PSP courses from time to time, as well as a number of carefully selected and approved adjunct faculty. For a complete listing of NCC full-time and part-time faculty, see the Undergraduate Catalog. For a complete list of current adjunct faculty teaching in the PSP, please contact the dean of the School of Graduate and Professional Studies.

GENERAL INFORMATION

History

In 1895 Eugene Divinity School was established adjacent to the University of Oregon campus so that students could use the extensive resources of that state institution while providing its own courses in Bible and Christian ministry. The name of the College was then changed to Eugene Bible University in 1908 and Eugene Bible College in 1930.

Another educational venture that contributed to the history of Northwest Christian College was Spokane University. Established in 1912, Spokane University closed its doors in 1933 as a result of financial difficulties and in order to merge with Eugene Bible College. These merged interests became NCC on May 10, 1934. With enriched curriculum and facilities, NCC is the faithful heir of the pioneer conviction that led to the institution's establishment in 1895.

Accreditation and Academic Standing

NCC is regionally accredited by the Northwest Commission on Colleges and Universities (NWCCU). The association accredits the universities and colleges both public and private in the Northwest.

NCC is authorized as a degree-granting institution by The Office of Degree Authorization, Oregon State Board of Licensure.

Degree programs in business and management are further accredited by International Assembly for Collegiate Business Education (IACBE). Teacher education and school counseling programs are approved by the Oregon State Teachers Standards and Practices Commission (TSPC).

NCC is approved by the U.S. Department of Justice, Immigration, and Naturalization Service for international and non-immigrant students. Programs at NCC are approved for the use of veteran's benefits.

Educational Programs

As a Christian liberal arts college, NCC offers a variety of courses of study, ranging from preparation for the ministry to professional programs in business management and teacher education; to liberal arts degrees in areas such as psychology and speech communication; to graduate degree programs in business, school counseling, and professional counseling. The College seeks to provide an education that equips men and women for a variety of vocations and professions, while grounding all of its degrees in biblical studies and Christian values.

Resolution of Commitment to Excellence and the Assessment of Institutional Effectiveness

We, the faculty, staff, and administration of NCC, are committed to excellence in all that we do as we seek to be one of America's great Christian liberal arts colleges and live out faithfully our vision, mission, and values.

With that commitment, we embrace a continuous and institution-wide strategy of assessing and improving the effectiveness of our programs and activities.

Preamble to Institutional Goals

Our vision, mission, and values set the stage for a liberal arts education in a faith-based, Christian context focused on preparing competent leaders of character for service to Christ and humanity. Within that context, the College strives to achieve the following institutional goals:

Institutional Goals

1. To offer a Christian liberal arts education, integrating faith with learning, through approved academic programs.
2. To promote ethical leadership amongst students by exposing them to training in ethics and leadership in both curricular and co-curricular programs and in every major.
3. To enable students to celebrate diversity within a caring community while being engaged globally.
4. To enable students to increase their ability to think rationally, critically, and creatively through fluent spoken and written communication.
5. To prepare students for the workplace and/or for graduate and professional programs through majors providing in-depth knowledge, values, and professional specialization.
6. To provide a supportive environment in which students' educational goals and the College's vision, mission, and values can be fulfilled.
7. To facilitate students' intellectual, social, spiritual, emotional, character, physical, and career development through an effective integration of curricular and co-curricular programs.
8. To be an institution of integrity and a leader in our community, mindful of its history and church heritage, and serving Christ and humanity.
9. To nurture lifelong learning and meet the broad educational needs of the local community, region, and world through diverse programs and formats.

Educational Philosophy

NCC is a community of higher learning in which faculty and students strive together for knowledge, understanding, and meaning in relation to the life and teachings of Jesus Christ. The Christian quest for truth relates to all aspects of the liberal arts and sciences, including the humanities, social sciences, and physical and life sciences. The institutional framework and objectives of this community recognize the individual and his/her need for biblical faith, intellectual development, personal effectiveness, and social awareness.

NCC seeks to create learning situations, both in and out of the classroom, where students will have the opportunity to discover their potential and consider their relationships with the many environments of their world. Such learning situations require that biblical and general studies be effectively and meaningfully integrated and made relevant to the issues and needs of society. The faculty assumes that the learning process involves the active participation of students; this participation will increase the student's capacity to think critically and responsibly in an environment of openness, freedom of expression, and respect for one another.

Church Relationships and Theological Context

NCC is closely affiliated with the churches that make up the so-called Stone-Campbell Movement. In particular, the historical roots of NCC lie in the Christian Church (Disciples of Christ) and the Christian Churches/Churches of Christ. Since its beginnings the College has shared its human resources with these churches, and these churches generously support the College with prayers and encouragement, student referrals, financial contributions, and representation on its governing board. Many of the ministers of these congregations and a large number of lay leaders in the Pacific Northwest are alumni of NCC.

Because of this heritage from the Stone-Campbell Movement, NCC also has a strong ecumenical interest. The College offers its resources to students and congregations from virtually every tradition of the Church - locally, nationally, and globally.

Characteristics of Our Churches*

The family of churches known as Christian Churches, Christian Church (Disciples of Christ), and Churches of Christ grew out of an early 19th Century movement with origins in both the United Kingdom and the United States of America. Today there are congregations related to this Christian World Communion in more than 178 countries.

Today in any Christian World Communion there is great diversity in belief and practice. There are also many features of each family that are shared by the whole church of Jesus Christ. What follows is an attempt to create an overall but simple picture of who Churches of Christ and Christian Churches are and so it needs to be read as a whole. It also needs to be read in the context that no attempt is being made to separate this family from the church of Christ universal but rather to describe its place within the whole church.

It is possible to choose ten major characteristics of the churches that comprise this common heritage:
1. A concern for Christian Unity
2. A commitment to Evangelism and Mission
3. An emphasis on the centrality of the New Testament
4. A simple Confession of Faith
5. Believers' Baptism
6. Weekly Communion
7. A Biblical Name
8. Congregational Autonomy
9. Lay Leadership
10. Diversity/Freedom/Liberty

1. A concern for Christian Unity.

In the 1808 "Declaration and Address" Thomas Campbell wrote that the "Church of Christ on earth is essentially, intentionally and constitutionally one". Another pioneer, Barton Stone, spoke of Christian unity being the "polar star". The "Christian" movement was a movement for unity within the fragmented and often hostile and competitive church environment of that time but ultimately became a separate movement. Today there are different understandings of how Christian unity might be understood and achieved ranging from commitment to the ecumenical movement, with some involved in dialogue and negotiation with other church families, through a belief that there is already an underlying God-given unity despite apparent division, to those who feel that they have discovered what the church should be like and that unity will come through others recognizing this and joining with them.

2. A commitment to Evangelism and Mission.

Unity was never an end in itself. Its desirability came out of the understanding "that the world could be won only if the church became one". Today that commitment is shown both by emphasizing the need for personal commitment to Jesus Christ and by a concern for peace and justice for all people. Many will balance these two emphases but often one will be emphasized much more than the other.

3. **A New Testament emphasis**.

Christian Churches and Churches of Christ are "People of The Book". They believed that unity could be achieved by "restoring" the New Testament Church—stripping away the accumulation of traditions that had brought about division. The authority was the scriptures—not the church. Many still like to be referred to as the "Restoration Movement"; others believe there are difficulties in accepting that the New Testament provides a clear unified model for the church and believe that the church must also be open to God's present word measured against the biblical revelation. All members of Churches of Christ and Christian Churches would describe themselves as biblical but interpretation varies greatly.

4. **A simple confession of faith**.

From Matthew 16:16 came the cornerstone question for church membership: "Do you believe that Jesus is the Christ and accept him as your Lord and Savior?" Answering yes to that question is all that is required for membership, though many congregations now have membership classes. This simple question avoided the use of—often divisive—creeds. Many today will not make any use of creeds; others will use them as a means of expressing faith—but not a test of faith.

5. **Believers' Baptism**.

Only people who have reached an age where they can make their own confession of faith are baptized. The means of baptism is always immersion. Many congregations will now accept into membership—by transfer—those who become church members through other traditions; other congregations are adamant that believers' baptism is essential. Baptisteries—for immersion—are features of worship facilities.

6. **Weekly Communion**.

Again believing that they follow the New Testament model, Christian Churches and Churches of Christ celebrate communion or "The Lord's Supper" each Sunday.

7. **Biblical Name**.

Members of the emerging 19th Century Movement wanted to be known only as "Christians" or "Disciples of Christ". Slogans such as "Christians only—but not the only Christians" and "Biblical names for Biblical people" captured this emphasis. Congregations use names such as Church (or Churches or church) of Christ, Christian Church or Christian Church (Disciples of Christ). There are also congregations within uniting churches in many areas and countries.

8. **Congregational Autonomy**.

Members of Churches of Christ and Christian Churches live under the authority of Christ but this authority is seen as being worked out in the local congregation. For many this congregational autonomy is absolute; many others guard their autonomy jealously but have established ways of working together; many are organized in regions and/or nationally but still with a very large degree of congregational autonomy. Globally there is very limited organization. Some countries that have nationally organized work cooperate through the "Disciples Ecumenical Consultative Council". The World Convention of Churches of Christ is a global fellowship which endeavors to build up fellowship and understanding within the whole family.

9. **Lay Leadership**.

The "Priesthood of all Believers" is a mark of all Christian Churches and Churches of Christ. We speak of "mutual ministry". Participation by lay people in all aspects of the church's life is a notable feature. Lay people conduct the sacraments. Women and men are seen as equal by many parts of the family but others see distinct roles for men and women. There is an employed and trained ministry with recognition varying from a "paid member" to an expectation of special leadership.

10. **Diversity**.

"In essentials unity, in nonessentials liberty, and in all things love" is the best known slogan in our family. Christian Churches and Churches of Christ have always allowed for diversity and much of that diversity has been enriching. Diversity also allows for the possibility of intolerance and division and that unfortunately has been part of our experience. This Christian family is left with the challenge of finding for itself the unity-in-diversity it seeks for the whole church of Jesus Christ.

* "Characteristics of Our Churches" is adapted from a statement prepared by Lorraine & Lyndsay Jacobs, former General Secretaries of the World Convention of Churches of Christ, and is used by permission. The text may also be found at the World Convention of Churches of Christ web site: http://www.worldconvention.org.

Relations with Other Institutions
Memberships

NCC is a member of the Eugene Chamber of Commerce, the Springfield Chamber of Commerce, the Oregon Independent Colleges Association, the National Association of Independent Colleges and Universities, the Klamath Falls Chamber of Commerce, the Council for Christian Colleges and Universities, and the Council of Independent Colleges.

University of Oregon

The founding fathers of NCC located the College adjacent to the University of Oregon campus in order to utilize their extensive resources. Formal agreements exist between the College and the University for the sharing of certain facilities such as the library.

Other Colleges

NCC accepts the Associate of Arts Oregon Transfer (AAOT) degree from community colleges in Oregon as satisfying the lower division requirements for degrees at NCC except for the biblical requirements for graduation from NCC. NCC has specific articulation agreements for several majors with community colleges in the southern area of Oregon. These community colleges include Lane Community College (Eugene), Linn-Benton Community College (Albany), Umpqua Community College (Roseburg), and Rogue Community College (Grants Pass). In addition, NCC has articulation agreements for various business majors with Pioneer Pacific College in Eugene.

Traditional Undergraduate Studies

NCC offers additional bachelor degree programs as part of a traditional curriculum. Most classes are offered during the day. Please see the Undergraduate Academic Catalog for further information.

Graduate School

In addition to undergraduate level coursework, NCC offers three master's degree programs in business administration (MBA), school counseling, and professional counseling. Please see the Graduate School Catalog for further information about these programs.

Academic Honors
Northwest Christian College Dean's List

Each year, traditional undergraduate students who have completed at least 12 graded credit hours with a GPA of 3.50 or better during the fall and spring semesters are nominated for inclusion on the Dean's List. Required courses that grant only P/NP grades count toward the 12 credit hour requirement.

If students enroll in courses at the University of Oregon or Lane Community College, official transcripts from those institutions must be received within two weeks of the end of the semester in order to be considered for the honor. Delayed reporting may result in the cancellation of the honor.

Academic Honors

Graduating seniors with a cumulative GPA of 3.50 or higher are recommended by the faculty for graduation with appropriate academic honor, as follows:
- **Cum laude**: for students with 3.50-3.69 cumulative GPA.
- **Magna cum laude**: for students with 3.70-3.89 cumulative GPA.
- **Summa cum laude**: for students with 3.90-4.00 cumulative GPA.

Criteria for these academic honors are:
1. All grades taken at NCC and all transferable credits from other colleges are computed to determine the cumulative GPA for honors only.
2. All grades earned through completion of the degree will be computed.
3. To be considered for the honor, students must submit a transcript of courses taken elsewhere two weeks prior to graduation. Delayed reporting of the grades could result in the cancellation of the academic honor.

Scholastic Awards for Graduating Seniors
Victor P. Morris Memorial Award

Each year the Victor P. Morris Award is presented to a graduating Professional Studies Program student considered by the faculty as the most outstanding on the basis of academic excellence and leadership. This award is given in honor of Dr. Victor P. Morris, who encouraged persons of all ages to complete college. He served many years as dean of the University of Oregon School of Business Administration (now Charles H. Lundquist College of Business). Dr. Morris also served with distinction as a member of the NCC Board of Trustees, and twice he served as the acting president of NCC.

The recipient of the Victor P. Morris Award will receive a copy of a current bestselling management book during the Commencement exercises. The recipient's name will also be added to a permanent plaque to be kept at the College.

Honor Societies
Sigma Beta Delta

Sigma Beta Delta, the international honor society for business, management and administration, was established in 1994 to recognize outstanding scholarship by students enrolled in institutions that have regional accreditation. The principles of Sigma Beta Delta are represented by three Greek words, the initials of which form the name of the society, $\Sigma B \Delta$. Sigma is the initial letter of the Greek word $\Sigma O \Phi I A$, which means wisdom. Beta is the initial letter of the Greek word $BEBAIO\Sigma$, which signifies honor. Delta is the initial letter of the Greek word $\Delta I \Omega K \Omega$, which signifies the pursuit of meaningful aspirations. The NCC chapter of Sigma Beta Delta was established in November 2006 and resides in the

School of Business and Management. The top 20 percent of students (traditional undergraduate, PSP undergraduate, and graduate), who have completed at least half of their major, are invited to lifetime membership. Graduating students may wear a green and gold honor cord at commencement.

Edward P. Kellenberger Library

The Edward P. Kellenberger Library contains approximately 74,000 cataloged books, journals, audiovisuals and microforms; and it receives over 265 journal subscriptions. The majority of the collection is in open stacks arranged by the Dewey Decimal Classification System. The Library's resources are extended through reciprocal borrowing agreements with the University of Oregon Knight Library and other regional libraries. Inter-library loan services provide further access to national and international resources.

The NCC on-line catalog, OPALL, provides computerized access to over 500,000 items of seven consortium libraries, including NCC, Corban College, Mt. Angel Abbey, Concordia University, Warner Pacific College, Multnomah College and Biblical Seminary, and Western Seminary. OPALL is accessible on campus as well as through the College web page at http://www.nwcc.edu/library/. A courier service ensures rapid resource sharing of materials among the consortium libraries and other libraries in Oregon and Washington. Library materials can be mailed to students or faculty at a distance from the main campus who are not near a library served by the courier.

Reference services include web access to the OPALL automated catalog for books and media with the ability to request library materials online for students and faculty. Access to online databases include EBSCOHost, Lexis-Nexis Academic Universe, and OCLC First Search. These online databases provide access to full text magazine and journal articles as well as other information for students and faculty on campus and off campus. The Kellenberger Library web page provides helpful user guides to research tools, links to other library automated catalogs, library policies, lists of newly purchased titles, faculty services, Friends of the Library membership, and much more information.   Librarians conduct library instruction for classes and provide assistance for individual research. A toll-free phone number is available for distance students to request assistance.

Several special collections are located in the Library. Unique and valuable rare Bibles, incunabula, facsimile copies, early manuscripts and other rare books comprise the Rare Book and Bible Collection. A museum collection features African and Asian artifacts donated by missionaries as well as pioneer items. Materials on the early history of the Northwest and fine editions of printed books are in the Northwest and Turnbull Collections. The records and memorabilia of NCC and its predecessor institutions dating from 1895 are located in the archives. History of the Christian Churches in the Northwest is included in the Disciples Historical Collection. A unique hymnbook collection is also part of the special collections.

The library is an institutional member of the American Library Association, Association of College and Research Libraries, Northwest Association of Private Colleges and Universities, and Association of Christian Librarians.

Technology on Campus
Purpose

The mission of the Information Systems (IS) Department is to serve the computing and communication needs of all faculty, staff, and students on campus in a Christian, professional and timely manner. The department is responsible for all communication and data networks and systems on campus, including telephones, data lines, servers, computer hardware and software.

The Media Center service provides media materials and equipment for classroom, special College-sponsored events, and individual instruction. Media includes video recordings, sound recordings, and other graphic materials. The videotape-recording laboratory offers learning opportunities for speech and music courses. The computer lab provides services to students for computer courses and is available for personal use. The computer lab also provides the campus with Internet access and e-mail.

Access

Students have access to the computer lab located on the second floor of the library as part of their tuition. The lab, which has 20 PC workstations, is open during the same hours as the library. In addition, students can obtain an e-mail account for use on campus. The computer classroom features a state-of-the-art data/video projection system and 20 PC workstations. The library has placed its entire inventory on an automated card catalog system and has links to numerous on-line reference sources that students can access for coursework.

The data network includes all buildings on campus and the residence halls, except the apartments. All classrooms are wired for Internet access.

Student Records Policy

Complete policies regarding student privacy and records can be viewed at http://www.nwcc.edu/registrar/FERPA.htm. Students' rights regarding personal information include:
1. The right to view material in his/her records filed at NCC, with the exception of those records for which there is a signed waiver of that right.

2. The right to limit access to personal records. Consent of the student must be given for release of any personal or academic records to persons other than NCC faculty and staff having a legitimate official reason or under emergency circumstances.
3. The right to limit personal material (directory type information) printed in publications such as the Student Directory. Directory type information (the information that could be given out to whomever inquires) includes the following: student's full name, local and permanent address(es) and telephone number(s), e-mail address, date and place of birth, the fact that the student is or has been enrolled, dates of attendance, class level and academic major, number of credit hours (not grades), degrees and honors awarded, participation in officially recognized activities, heights and weights of members of athletic teams, photographs, and previous institutions attended.
4. A student who challenges any item in his/her records shall have opportunity for a hearing. A request for a hearing regarding academic records should be referred to the Registrar's Office. A request for a hearing regarding financial records should be referred to the Student Services Office.

Nondiscrimination Policy

The policy of NCC is to provide equal opportunity for all qualified persons in the educational programs and activities that the College operates. The College does not discriminate on the basis of race, color, national or ethnic origin, age, disability, sexual orientation, religion, marital status or any other protected status to the extent prohibited by applicable nondiscrimination laws in its admission policy, employment, scholarship and loan programs, educational, athletic, and other activities that it operates.

Catalog Changes and Authority Policy

Students whose studies are uninterrupted will graduate under the requirements listed in the Catalog in effect at the time of original admission. Since the College reserves the right to discontinue courses at any time, course substitutions may be assigned for discontinued courses. The College reserves the right to change fees, rules, and calendars regulating registration at, admission to, conduct in, instruction in, and graduation from the College. Changes go into effect whenever the proper authorities so determine and apply not only to prospective students but also to those who at that time are matriculated in the College.

STUDENT FINANCES

TUITION AND FEES FOR THE 2007-08 ACADEMIC YEAR

Students must sign a Financial Responsibility Agreement before their first semester begins in order to complete official class registration and to qualify for campus housing. There are two methods of paying an account at NCC:
- Pay in full at the beginning of each semester.
- The Student Services Office may approve on an individualized basis, an NCC payment plan with a $55 enrollment fee. No interest is charged, however a $50 late fee will be charged per month if no payment is made.

Deposits
An advanced tuition deposit is required for students admitted for the first time to the College and must be submitted by June l. This deposit is held in the student's account and applied to his/her tuition expenses upon enrollment. An advanced tuition deposit is required in order to proceed with advanced class registration or housing arrangements. Full refunds are given for cancellations received in writing by the Admissions Office until June 1.

Money on Account
Money sent to NCC for student accounts will be disbursed as designated. Unless the Student Services Office receives written instructions to the contrary, the office will apply small amounts immediately and apply half of significant payments to NCC accounts at the beginning of each semester.

Tuition and Fees

New classes, cohort starting FY 07-08	Fall	Spring	Summer
Undergraduate tuition per hour (Includes book)	$464	$464	$464
Audit	$85	$85	$85
Bridge Courses (books not included)	$250	$250	$250
Credit for prior learning: *1-30 hours cost	$75		

*These hours must be charged specifically and cannot be discounted as the 16th, 17th or 18th hours.

Health Insurance*

Single Student	$403

*Mandatory without proof of insurance for students with 6 or more hours. Rates for families also available.

Registrar's Fees
Late Graduation Fee - $25. Diploma Replacement Fee - $10. Official Transcripts - first ten copies free, additional copies ordered on same day - $2 a copy. Additional cost to mail overnight - $25 per address. Overseas overnight transcript request - $50. Petition of the Academic Deadlines - $20.

Finance Charges
Outstanding balances are assessed a finance charge of 1.5 percent monthly (18 percent annual rate) computed on the balance at the end of the billing cycle.

Kellenberger Library Fines
Books and Media - $.50 per item per day. Lost or damaged items—cost to library to replace item plus $5.00 service charge.

Returned Check Charge
Returned checks subject to $25 charge.

Room Replacement Key Fees
Master - $100, Floor - $50, Room/Apt - $35.

Housing Options
Students in the Professional Studies Program have the option to reside on campus. Single and family housing is available, as is summer housing in both dormitories and apartments. Please consult the Undergraduate Catalog for further rates and information.

Meal Options

Students in the Professional Studies Program have the option to purchase meal plans. Please consult the associate dean of student development for further rates and information.

Payment Discounts

A 3 percent cash discount for payment of full program received by the eighth day following the start of class can apply.

Cash discounts include costs covered by financial aid if all other charges are paid in full by the day the financial aid loan is first applied to student accounts. No discounts are available for partial payments and discounts are forfeited if advances for off-campus expenses are later granted.

Refund Policy

Upon complete withdrawal or dismissal from the College, students, including veterans, receive a proportional refund for tuition. All student fees are nonrefundable, including but not limited to, vehicle permits, application fees, etc. A student must notify an appropriate school official prior to the 3rd class session in order to receive a full refund for an individual course. After the 3rd class session, no tuition refund is given.

All academic withdrawals must be processed in accordance with the policy of the College. Refunds are based on the date of initial contact made with an appropriate school official. Students who do not meet the financial conditions of the College can be administratively withdrawn from their courses at the discretion of the Student Services Office.

The first step of a complete withdrawal is to contact the dean of the program to perform an exit interview and sign the withdrawal form. The form is then given to the Student Services Office to be processed. If students fail to contact the dean and perform the appropriate withdrawal steps, the student may be charged a fee of $100.

Refund of Residence Hall Room and Board

Refer to the residence hall contract for refund policy. The vice president for student development will set any termination penalties required by the contract.

Account Collections

If NCC needs to pursue collection efforts, reasonable attorney fees and collection costs can be added to the account whether or not an action is filed. If an action is filed, the prevailing party shall be entitled to recover attorney fees and court costs.

The official transcript remains the property of NCC and cannot be issued until all amounts owed the College, including accounts receivable, notes, loans, and other amounts, are paid in full.

FINANCIAL AID PROCESS

The Financial Aid Office is committed to helping students who wish to attend Northwest Christian College but who may not be able to meet all the expenses from personal and family income. NCC provides a full range of grants, student employment and education loans to help those who qualify.   In addition, the Financial Aid Office provides financial aid counseling to students and their families to guide them through the process of applying for and receiving financial aid. Our goal is to provide the service and financing resources needed to enable deserving students to attend NCC.

Financial aid may be grouped into the two broad categories of need-based and non-need aid.   All federal and state student aid is based on financial need with the exception of a few federal student loan programs.

Federal Methodology Need Analysis

1. Many factors are considered, including
   - income of student and custodial parent(s) (if dependent)
   - number of family members
   - number of family members in college at least half-time (excludes parents)
   - age of the oldest parent (to protect savings for retirement)
   - assets (checking, savings, investments, real estate equity [excluding home], business or farm equity)
2. Home equity programs and accumulated retirement accounts are NOT used in calculating need.

Financial Aid Equation

Cost of Attendance (COA) minus Expected Family Contribution (EFC) = Estimated Need

Application Procedure

To apply for financial aid the student must:
1. Complete the Free Application for Federal Student Aid (FAFSA) and submit it to the U.S. Department of Education. NCC and the federal school code 003208 should be listed in Step 6. The FAFSA is available in both a paper version or online at http://www.fafsa.ed.gov.

Note to late income tax filers: Many of the questions on the FAFSA require income tax information from the most recent year. If taxes have not been filed at the time the FAFSA is to be submitted, use estimated data or most recent tax information available.

2. Apply for admission. Students must be accepted for admission to NCC before a comprehensive financial aid package can be determined.
3. If selected for verification by the federal processor, provide additional information as requested to Financial Aid Office (see Verification Process).
4. Review for accuracy the Student Aid Report sent from the federal processor to the student after submission of the FAFSA.   The Financial Aid Office receives a similar report at the same time, which is used to calculate the student's financial need and eligibility for need-based aid.

Students must complete and submit a FAFSA for each academic year. Eligibility and level of need are recalculated each year by federal standards.

All financial aid awards cover a period of one academic year (or what remains of the academic year if the student is awarded mid-year). The process of applying for financial aid, including submission of a FAFSA, is repeated each academic year for which the student seeks aid. Financial aid awards are packaged each year on the basis of current data on a first-come, first-served basis to all eligible applicants.

Online FAFSA

Students may apply for financial aid online at http://www.fafsa.ed.gov. Simple instructions guide the student in preparing and transmitting the Free Application for Federal Student Aid (FAFSA) directly to the federal processor. Online transmission is secure and significantly reduces errors and processing time. By registering for a PIN the student and parent(s) may also sign and update applications electronically.   A PIN further provides access to various Department of Education web sites that allow the student to view the status of their financial aid application or a summary of their financial aid history.

Electronic transmittal of information may expedite other steps in the financial aid application process, as well. For convenience, the admission application may be submitted via the Internet at https://www.nwcc.edu. A downloadable version of the Verification Worksheet is also available on the NCC web site.

Verification Process

The U.S. Department of Education requires additional information from some FAFSA filers, including a completed Verification Worksheet, copies of W-2s and federal tax returns. If required, the Financial Aid Office will notify the student and request the information needed.

Federal regulations require the Financial Aid Office to review this information before awarding the student's financial aid. If verification documents contradict information on the FAFSA, the student may be required to make appropriate corrections on her/his Student Aid Report (SAR) and return it to the federal processor. Final determination of eligibility and financial aid awards must await completion of the verification process.

Fraud and Misrepresentation

Students or parent/guardians suspected of supplying false or misleading information in connection with the financial aid application may be reported to the U.S. Department of Education. Before such action is taken, however, the Financial Aid Office contacts the student to allow him/her an opportunity to explain and/or correct questionable information. If fraud or misrepresentation is still evident after such attempts, the Financial Aid Office refers the application to the U.S. Department of Education. No financial aid is awarded until the matter is satisfactorily resolved.

Updating

Although a student's FAFSA may not be selected for verification, she/he is still responsible for advising the Financial Aid Office of any errors or changes in the information supplied on the FAFSA. For instance, if the FAFSA shows that two family members will be attending college, but only one actually enrolls, the student is required to inform the Financial Aid Office of this change.

Unusual Circumstances

Financial aid guidelines allow for some adjustment in aid to be made in instances when unusual or extreme circumstances are not adequately taken into account through the routine financial aid application. Cases involving death, divorce, loss of job, or major medical expenses may need to be assessed by a financial aid officer to determine the impact on a student's need and her/his family's ability to contribute to education expenses. Any hardship must be of at least two months' duration before it can be presented for evaluation. Sufficient documentation and justification are required before an adjustment in the student's aid may be allowed.

Independent vs. Dependent Status

Students who are dependent are evaluated for aid using both the parents' and the student's financial information on the FAFSA. (If parents are divorced only the custodial parent's information is used; if the custodial parent is remarried then stepparent information is also considered.) Parent financial information is not used in figuring financial aid for students who are independent.

A student is considered independent only if they meet one of the following criteria:

- 24 years of age
- married
- graduate student
- veteran of the US Armed Services
- have children who are legal dependents
- Ward of the Court
- special and unusual home circumstances

The fact that an otherwise dependent student lives away from his/her parents and/or is self-supporting does not make that student independent. A student who is dependent is required to provide data from her/his parents on the FAFSA regardless of whether their parents intend to help financially.

Student Eligibility Requirements

The following is an extensive, though by no means exhaustive, list of various requirements that a student must meet in order to be eligible for state and federal aid.

To be eligible for federal aid a student must:

1. be a U.S. citizen or an eligible non-citizen.
2. have either 1) a high school diploma or its equivalent, or 2) proof of the "ability to benefit" by passing a test approved by the U.S. Dept. of Education.
3. attend an approved school participating in a state process for determining academic qualifications.
4. be accepted for admission.
5. maintain satisfactory academic progress toward degree requirements (see Satisfactory Academic Progress).
6. have a valid social security number.
7. register with the Selective Service or document an exemption (males only).
8. not be currently in default on a federal education loan.
9. not owe for receipt of an overpayment of a federal grant.

Students convicted of possessing or selling illegal drugs may not be eligible for federal aid, depending on when the conviction occurred. They can regain their eligibility early by completing a drug rehabilitation program. More information is available from the Federal Aid Student Information Center at 800-433-3243.

Satisfactory Academic Progress

In order to remain eligible for financial aid students are required to maintain "satisfactory academic progress." The conditions for maintaining progress entail completing a sufficient number of credits semester-by-semester and achieving a 2.00 minimum cumulative grade point average at all times. The Financial Aid Office checks each student's academic progress at the time aid is awarded (with the exception of entering freshmen) and at the end of spring semester. A letter notifies the student if he/she fails to maintain satisfactory academic progress.

The requirements for satisfactory academic progress ensure that students who receive aid are adequately meeting academic standards and are proceeding toward an educational goal (degree, certificate) in a reasonable time frame. Standards are established for the minimum number of credits to be taken and earned semester-by-semester, the total number of attempted credits allowed for completing a program of study, and the quality of performance that must be maintained.

The maximum number of credits for which a student may receive financial aid is 150 percent of the credits normally required to earn a degree or program of study. A student who has declared his/her intention to pursue a baccalaureate degree of 124 semester credits may receive financial aid for a maximum of 186 attempted semester credits. Part-time students have the same total number of allowable credits but have a longer time frame over which to extend enrollment (slower pace) commensurate with their enrollment status. (See Credit Requirements and Enrollment Status.)

All credits attempted at NCC, including up to 30 semester credits of pre-approved remedial courses, and credits transferred from other institutions are counted toward the maximum number of credits allowed, whether or not the student received financial aid funds. The Financial Aid Appeals Committee may make exceptions to limits on total credits and time frame for receiving aid because of extenuating circumstances.

Required Grade Point Average

To meet the standards of satisfactory academic progress, a student is expected to maintain a cumulative GPA of 2.00 or better at all times. For the purpose of figuring financial aid eligibility, courses taken through consortium institutions are computed in the cumulative GPA. Graduate students are required to maintain a cumulative GPA of 3.00.

Credit Requirements and Enrollment Status

To receive financial aid, an undergraduate student is expected to complete a minimum number of attempted credits each academic year according to the following schedule:

Status Per Semester	Attempted Per Year	Progress Per Year
Full-time	24+ credits	21 credits
3/4 time	18-23 credits	15 credits
1/2 time	12-17 credits	9 credits

Note: An adjustment will be made to Attempted and Progress credit requirements for students who only attend one semester during the academic year.

Enrollment Status for Consortium Courses

Enrollment requirements may be met by courses taken at an institution with which NCC has a consortium agreement. Such courses may count toward course load requirements only if the student obtains written prior approval both from the dean of the respective school and the student's academic advisor and submits evidence of enrollment. At the end of the semester, the student is also responsible for submitting her/his grade report from the consortium school(s) to the Registrar's Office to ascertain satisfactory academic progress. Financial aid for consortium courses is acquired by applying for aid through NCC. (See Consortioum Courses for a list of participating institutions.)

Enrollment Status for Credit by Examination

For the purpose of financial aid eligibility, college credits granted for credit-by-examination programs (i.e., Advanced Placement [AP], College Level Examination Program [CLEP], International Baccalaureate and course challenge) are not used in determining enrollment status (part-time, full-time). Such credits do not count toward the minimum number of credits required for each semester nor to the total credits allowed for receiving financial aid.

Financial Aid Disqualification

A full-time student who fails to attain a 2.00 cumulative GPA or who fails to complete at least 21 credits for the semester (or a proportionate number for part-time students; see chart under Credit Requirements and Enrollment Status) is ineligible for further financial aid. The student is notified in writing of the disqualification and the requirements for reinstatement.

Appeal Process for Reinstatement of Eligibility

Students who otherwise would lose financial aid eligibility may appeal to the Financial Aid Appeals Committee in order to:
1. Challenge administrative error from miscalculation of credits completed or GPA attained.
2. Account for incompletes and describe arrangements to make-up credit.
3. Explain extenuating circumstances such as medical problems, family emergencies, learning disability, remedial work requirement, or other unusual or mitigating factors.

An appeal must be submitted in writing to the Financial Aid Appeals Committee and should state the reason(s) for not meeting minimum eligibility requirements during the year in question. The letter should also discuss a plan for correcting the problem(s) and meeting satisfactory standards. Any arrangements made with professors to finish coursework or to make up credits should be specified.

If the appeal is approved, the student is granted an additional semester of financial aid probation. The terms and conditions for continued probation and achieving satisfactory academic progress are indicated in a written response to the student. If the appeal is denied, the student remains disqualified until such time as requirements for reinstatement are met.

It is the responsibility of the student to initiate an appeal and to do so in a time frame that allows an adequate opportunity for review prior to the beginning of the semester. Without an appeal, disqualification will occur automatically in accordance with our policies and regulations. Unless advised differently, the Financial Aid Office assumes that the student has decided to forego an appeal and accept loss of aid eligibility and disbursements.

Reinstatement of Financial Aid Eligibility

A student who is disqualified from receiving financial aid for failure to maintain a 2.00 cumulative GPA is not eligible for aid again until such time as he/she raises the cumulative GPA to 2.00. Likewise, if a student is disqualified from aid for failure to complete the required number of credits, she/he is not eligible until one semester has been completed with the minimum required number of credits. Once reinstated, the student is again eligible for financial aid during the next semester of enrollment.

Courses to raise the GPA or to complete the required number of credits may be taken at NCC or at another institution from which credits are transferred. Completion of a prior Incomplete does not count toward the credits needed for reinstatement. Aid eligibility, once restored, is not retroactive.

Regardless of whether credits are completed with or without financial aid or whether they are completed at NCC or at another college, all are counted equally toward the limits established for financial aid eligibility (124 credits). All courses taken at NCC, including those completed without financial aid, are counted in the student's cumulative GPA.

Repeated Courses

A student may receive financial aid for any class that must be repeated in order to meet graduation requirements or for any class in which he/she is attempting to replace a grade lower than a D. Credits for repeated courses count toward the maximum aggregate number of aid-eligible attempted credits.

Course Withdrawals

A course from which the student withdraws is not counted toward the minimum number of completed credits required to maintain satisfactory academic progress. If by withdrawing from the course, the student does not complete the number of credits for her/his enrollment status, the student is NOT required to increase the course load in subsequent semesters to make up for the deficiency. Each course attempted by the student, including withdrawals for which no academic credit is received, are counted against the credit hour ceiling placed on aid benefits. With repeated withdrawals, aid eligibility may be expended before the student completes her/his degree. Courses dropped within the "add/drop" period are not considered withdrawals.

Post-Baccalaureate Students

Students who possess a bachelor's degree are not eligible for federal or state aid, or College-funded grants. By submitting a FAFSA, post-baccalaureate students are eligible to be considered for the Federal Stafford Loan program provided they have not reached the aggregate loan limit for undergraduate students. Post-baccalaureate students may also qualify for Federal Work Study depending on demonstrated need and the availability of funding and positions.

Off-Campus Courses

Full-time, degree-seeking students at NCC may receive federal and state aid for courses taken at institutions with which consortium agreements have been established. Cooperating institutions include Lane Community College, the University of Oregon, and Umpqua Community College. A consortium arrangement is also in place with the Council for Christian Colleges and Universities (CCCU) to enable students to participate in study abroad opportunities sponsored or endorsed by CCCU.   To qualify for aid, consortium credits must be for coursework not available at NCC (excluding study abroad), apply toward the student's degree requirements and be pre-approved both by the vice president for academic affairs and the student's faculty advisor.

Signatures of the advisor and vice president for academic affairs signifying their approval of consortium courses are collected on an Academic Petition form available from the Registrar's Office. A copy of the schedule and billing for courses taken at the other school must be submitted with the Academic Petition before financial aid can be disbursed.

Online Courses

The student is eligible to receive financial assistance for online courses offered by NCC only if such coursework is part of a program that leads to a recognized one-year or longer certificate program or an associate, bachelor's or graduate degree from NCC.

THE FINANCIAL AID AWARD

Once the financial aid application is completed, the Financial Aid Office determines the student's financial aid package. An electronic award is posted online itemizing both the type(s) and amount(s) of aid being offered. Private education loans, federal parent loans, and outside scholarships are not routinely included on the initial award and may be added later. The student is asked to review the award and indicate his/her acceptance by completing the online process and submitting the award to the Financial Aid Office within 30 days. Funds are then reserved for the student pending enrollment.

Financial Aid Budget

Each year the Financial Aid Office computes an average comprehensive student budget for attending the College, also called the Cost of Attendance. This budget includes both billable expenses such as tuition, books, room and board, and non-billable expenses, such as personal expenses and transportation.

The following five components are important in determining a student's financial aid award:

A. COST OF ATTENDANCE (COA)

Comprehensive budget based on cost of tuition, housing, food, books, transportation and personal living expenses.

B. EXPECTED FAMILY CONTRIBUTION (EFC)
The amount of financial support expected from the student and his/her family according to the federal processor's analysis of data provided on the FAFSA.

C. ESTIMATED NEED
The difference between the total cost of the student's education (Cost of Attendance) and his/her Expected Family Contribution (EFC). COA - EFC = Estimated Need.

D. AWARDED FUNDS
The total of all financial aid awarded from federal, state and NCC sources.

E. REMAINING NEED
Even after all funds are awarded, some need may not be met. Alternate sources of aid may be explored to cover remaining need such as education loans from private lenders, federal loans for parents of college students, tax credits, and scholarships from outside sources.

Disbursing Financial Aid

With the exception of Work-Study, all aid is applied to the student's account shortly after the semester's two-week add/drop period. The total aid awarded for the year is divided equally between each semester of enrollment. For example, if aid is awarded for a full academic year of two semesters, an equal portion of the aid is applied to the student's account fall and spring semesters. If a student is a first-time borrower at NCC, loan funds are applied to his/her account only after reviewing the terms of the loan with a financial aid officer and signing a promissory note. If aid exceeds school charges (tuition, fees, room and board, outstanding balances), the student is issued a check from the Student Services Office for the credit balance. In order to receive the full allotment of aid for a given semester, the student must enroll in at least 12 credits. Fewer than 12 credits decreases enrollment to part-time and usually necessitates a reduction in the student's aid.

Receiving Work-Study Funds

Work-Study offered as part of a financial aid package requires the student to pursue placement in one of the College's part-time positions on or off campus. The total number of Work-Study positions is limited and employment cannot be guaranteed. The amount of Work-Study shown on the financial aid award is a projection of earnings possible if the student works his/her full allotment of hours. However, funds are not applied to the student's account until hours are worked and wages are earned. Earnings are based on Oregon minimum wage and work schedules that vary from 6 - 11 hours per week during fall and spring semesters.

Receiving Student Loan Funds

Students eligible for federally insured Stafford education loans must select a lender to provide their funds. With Perkins Loans, NCC is the lender. First-time borrowers at NCC must receive loan entrance counseling and sign a loan contract (promissory note) before funds are disbursed. These requirements ensure that the student understands important details about the loan and his/her responsibilities as a borrower. Promissory notes and loan entrance counseling are provided to the student when they arrive on campus for classes or may be completed online in conjunction with receipt of their electronic award.

PLUS loans for parents of undergraduate students have similar requirements before loan proceeds may be released. Parents who qualify for a PLUS loan must sign a promissory note as an initial borrower. A disclosure statement is sent to the parent(s) informing them of important details about the loan. In most cases, loan funds are electronically transferred by the lender to the Financial Aid Office to be applied to the student's account in the Student Services Office.

Withdrawal and Recalculation of Financial Aid

If a student withdraws from school during an academic semester (after the add/drop period, but before the semester ends), they or the school may be required to return or repay all or a portion of the financial aid they received, depending on the date of withdrawal.

The withdrawal date is defined as one of the following in order of preference:
1. the actual date the student starts the withdrawal procedure
2. the last recorded date of student attendance
3. the midpoint of the semester if the student leaves without notifying the College.

After 60 percent of the semester has elapsed, no funds are returned and all awarded aid for the semester is earned (retained). The following equation determines the portion of financial aid that must be returned if the student withdraws from school before completion of a semester.

Number of Semester Days Remaining as of Withdrawal Date ÷ Total Days in Semester = Percent of Aid Returned

If the student withdraws from the College, charges for tuition, campus housing and food service are assessed in proportion to the number of days completed out of the total number of days in the semester. After 60 percent of the semester has elapsed, charges are no longer prorated and are assessed at 100 percent.

Number of Semester Days Elapsed as of Withdrawal Date ÷ Total Days in the Semester = Proportion of NCC Charges Assessed

What remains of the student's aid after returning the required portion must first be used to pay charges at the College and then is refunded to the student if there is any surplus. The student is responsible for paying any balance due if the remaining aid does not cover NCC charges for the semester.

FINANCIAL AID PROGRAMS

Northwest Christian College offers a variety of federal aid programs to students enrolled in the Professional Studies Program including grants, work opportunities, and loans to those who qualify. Many aid programs come from the federal government, primarily through the U.S. Department of Education. All aid is awarded solely on the basis of need and requires submission of a Free Application for Federal Student Aid (FAFSA).

Grants
Grants are free money for college that do not require repayment. Most are based on need and require submission of a FAFSA.

Pell Grant
The country's largest grant program for undergraduate students without a bachelor's or professional degree. Pell Grants are funded by the federal government, who also sets the level of need required to qualify. The award levels are set by the federal government each year. Pell Grants for PSP students currently range from $400 to $4,310 per year. Prorated Pell Grants are available to students enrolled less than full-time.

Federal Supplemental Educational Opportunity Grant (SEOG)
These grants are awarded to Pell Grant recipients with exceptional need. The College awards these grants of up to $1,000 from an allotment of funds provided each year from the federal government. Funding is limited.

Oregon State Opportunity Grant
Oregon residents who meet established criteria for family income qualify for this grant. The funding and grant amount are determined by the State each biennium. In 2007-2008 the award is $3,148 for students attending NCC. Students must file a FAFSA to be eligible. Students enrolled in a course of study leading to a degree in theology, divinity or religious education are not eligible.

Work Opportunities
NCC offers limited opportunities for part-time employment to qualified students as part of their financial assistance. These jobs are offered through the Federal Work-Study program. Students are paid Oregon's minimum wage, may work up to eleven hours per week and earn up to $2,550 a year during fall and spring (August - May).

Loans
NCC participates in two major federal programs for education: the Federal Family Education Loan (FFEL) program and the Perkins Loan program. Both programs provide low-interest loans with favorable repayment terms. The vast majority of financial aid awards from NCC include one or more federal education loans. Most students choose to accept such loans to help finance their education. Private alternative loans are also available to help students and their parents pay for college expenses. NCC does not routinely include alternative loans in the student's initial financial aid package. However, alternative loans may be added if more assistance is needed after exhausting federal, state, College and private student aid opportunities.

Federal Family Education Loans (FFEL)
Loans provided through the FFEL Program are made by banks, savings and loans, and credit unions, backed by the federal government, and guaranteed by guaranty agencies. Through the FFEL Program the federal government offers Stafford Loans for students and PLUS loans for parents.

Stafford Loans
The Stafford Loan Program is the largest student loan program in the nation. There are two types of Stafford Loans: subsidized, for which the government pays the interest while students are in school and during the grace and deferment periods; and unsubsidized, where students pay all the interest on the loan. Students may receive both types at the same time.

The interest rate on new Stafford Loans is fixed at 6.8 percent. Origination and insurance fees of up to 4 percent may be deducted from each disbursement. Contact the Financial Aid Office for current information on interest rates, origination and insurance fees. Generally, repayment begins six months after the student graduates, withdraws from school or drops below half-time. This six-month period is referred to as the "grace" period. No repayment on the principal is required while the student attends school at least half-time or during grace or deferment periods. Borrowers typically have up to 10 years to repay their loans.

Subsidized Stafford Loan

Subsidized Stafford Loans are awarded on the basis of demonstrated financial need. The federal government pays the interest on loans while the student is in college and during grace and deferment periods. To qualify, students must submit a FAFSA and meet all the requirements for federal student financial aid.

Unsubsidized Stafford Loan

Unsubsidized Stafford Loans are not based on financial need and are available to all students, regardless of income or assets. The student is responsible for paying all the interest on the loan, but can choose to allow it to accumulate while in college and during the grace period. To qualify, students must meet the same requirements as those for a subsidized Stafford Loan, except for demonstrating financial need.

Additional Unsubsidized Stafford Loan

Additional unsubsidized Stafford Loans are available to independent students to help cover unmet need or replace some of the expected family contribution (EFC). They are also available to dependent students whose parents' PLUS loan application is denied. Interest and repayment conditions are the same as for the Unsubsidized Stafford Loan (above). Additional unsubsidized Stafford Loans may be added to an existing subsidized or unsubsidized Stafford Loan.

FEDERAL STAFFORD LOAN LIMIT

| Academic Year | Dependent* | Independent Student | | Maximum |
| | Subsidized & | Subsidized & | Additional | Subsidized & |
	Unsubsidized	Unsubsidized	Unsubsidized	Unsubsidized
First-year	$3,500	$3,500	$4,000	$7,500
Sophomore	$4,500	$4,500	$4,000	$8,500
Junior & Remaining Years	$5,500	$5,500	$5,000	$10,500
Graduate Professional	-------	$8,500	$12,000	$20,500
Aggregate Limit				
Dependent Undergraduate	$23,000			$23,000
Independent		$23,000	$23,000	$46,000
Graduate Professional		$65,500		$138,500

*Dependent students whose parents are unable to obtain a PLUS loan may borrow the same amount in unsubsidized loans as independent students.

PLUS Loans

PLUS loans are available to parents or stepparents of dependent undergraduate students. These loans are not based on need nor are they restricted by family income. Creditworthiness of the parent(s) is a determining factor. Parents may borrow up to the total cost of their dependent student's education, minus other financial aid the student has received. PLUS loans may be a supplemental source of money for parents whose dependents have a Stafford Loan.

PLUS loans carry a fixed interest rate of 8.5 percent. Interest begins to accrue from the date loan funds are first disbursed. Origination and insurance fees of up to four percent may be deducted. Generally repayment typically starts within 60 days of the loan's final disbursement for the school year (no grace period), but some lenders offer an option to delay repayment until after the student leaves school.

To qualify, parents must meet the eligibility requirements for federal financial aid and must pass a credit check. Only parents of dependent students are eligible to apply. Generally, parents must not have any outstanding tax liens or judgments, delinquent or defaulted loan or credit card debt, or any bankruptcy, foreclosure or wage garnishment within the past five years.

If parents do not pass the credit check, they may still receive a PLUS loan if they can find a qualified co-signer. Dependent students whose parents do not qualify for a PLUS loan are eligible to substitute an additional unsubsidized Stafford Loan in its place. This type of aid requires the student or parent to specifically initiate the application process. PLUS loan forms and assistance with the application are available in the Financial Aid Office.

Perkins Loans

These loans are for students with exceptional need and funding is very limited. The College receives an allotment of funds from the federal government to award to students. The College assumes the role of the lender for these loans. No interest accrues while the student is enrolled at least half-time. Repayment begins nine months after the student graduates, leaves school or drops below half-time enrollment. The interest rate at repayment is a fixed five percent.

Alternative Loans

In addition to the federal loan programs described above, many private lending institutions (e.g. Citibank, Sallie Mae, Wells Fargo, etc.) offer loan programs to help students pay for college. These loans may be used by students and their families to close the gap between total education expenses and financial aid. Private education loans are credit based and the rates and conditions vary with each bank. NCC does not include such loans in a student's initial financial aid package.

Veterans and their Dependents

The Montgomery G.I. Bill provides educational benefits for participating individuals who served on active duty or in the Selective Reserves. Benefits are also available under the post-Vietnam era Veterans Educational Assistance Program for those who entered the service after December 31, 1976, and before July 1, 1985, and contributed to the VEAP fund while on active duty or had contributions made for them by the military.

Service-disabled veterans may be eligible for vocational rehabilitation benefits from the U.S. Department of Veterans Affairs. Educational benefits are also available to veterans' dependents if the veteran (spouse or parent) has died, or was totally and permanently disabled in service, or is listed as missing in action. There is also a Veterans Work-Study and Tutorial Assistance Program. For more information, contact the local office of the U.S. Department of Veterans Affairs (in the phone book under U.S. Government Offices), call toll free 888-444-4551, or go to https://www.gibill.va.gov/.

Native Americans

Students who are members or close descendants of a federally recognized American Indian tribe or nation may be eligible for grants from the Federal Bureau of Indian Affairs, Office of Indian Education Programs. Students may learn more by contacting their regional Bureau of Indian Affairs or by going to https://www.oiep.bia.edu.

Federal Tax Benefits

The Taxpayer Relief Act of 1997 provided new tax credits for individuals who are paying higher education costs for themselves or for family members. There are also specific benefits related to interest paid on student loans and educational and traditional IRA's. To learn more about federal tax benefits for education, visit https://www.irs.gov, call the IRS help line at 800-829-1040, or read IRS publication 970, "Tax Benefits for Higher Education," available free by calling 800-829-3676.

Education Costs Paid by Employers

Education costs paid by an employer are exempt from federal taxes for undergraduate students. Employers can provide for up to $5250 per year to each employee on a tax-free basis.

Private Scholarships

Many community service organizations, churches, and national foundations offer scholarships. Some are based on financial need, but many others are based on academic achievement, leadership ability, special talents, community service, or heritage. Extensive databases of private financial aid resources and scholarships may be found on the Internet at such dot coms as FastWeb, FastAid, Wiredscholar, CollegeQuest, and Mach25. Many businesses and corporations also provide scholarships or loans to employees' children or students who live in the communities in which the company is located. Others offer aid to students majoring in fields related to the company's products or services. Company personnel offices have application information. In addition, students are encouraged to check in the Student Services Office, library and on-line World Wide Web for scholarships offered by professional, career, and trade associations in their future career or field of study. Leads also may be listed in magazines related to the student's interests or skills. Scholarships and grants may be available through the student's church, school, local civic organizations (Kiwanis, Lions, Rotary, etc.) and bank trust department.

Questions

Please do not hesitate to contact the Financial Aid Office. Call toll-free at 877-463-6622, extension 7291 or local 541-684-7291. Many questions may be answered over the phone. We are happy to arrange appointments for students and their families to meet with a financial aid counselor. E-mail questions may be sent to finaid@nwcc.edu. The Financial Aid Office is located in the Martha Goodrich Administration Building at the corner of 11th & Alder. Office hours are 8 a.m. to 5 p.m., Monday through Friday, and by appointment.

STUDENT DEVELOPMENT

Code of Conduct

Northwest Christian College, with a foundation in the Christian faith, is committed to holistic student development in the context of our vision, mission, and values. We have established services, policies, and community guidelines that will foster a living-learning environment consistent with our values.

Nearly everyone must adapt his or her lifestyle to some degree in consideration of other individuals or groups. We believe all students have the right at all times to study, sleep, and live in an atmosphere of mutual respect. It is therefore important to understand what is expected of you while a member of the NCC community. Standards were designed to allow for the freedom and flexibility of the individual and to ensure the rights and privileges of the community as a whole. You may not agree with, or fully understand, some facets of the College's behavioral expectations. However, by enrolling as a student at NCC, you agree to live according to the expectations outlined here. Non-matriculated students admitted to special programs are also expected to maintain these standards. Any questions regarding these statements should be directed to the vice president for student development & enrollment and dean of students.

Policies and standards for conduct shall apply to conduct that occurs on the College premises, at College-sponsored activities, and off campus when a student's conduct could adversely affect the College community and/or the pursuit of its objectives. Each student shall be responsible for his or her conduct from the time of application for admission through the actual awarding of a degree, even though conduct may occur before classes begin or after classes end, as well as during the academic year and between the terms of actual enrollment (and even if their conduct is not discovered until after a degree is awarded). NCC reserves the right to interpret policy and to apply the intent of the policy judiciously, depending upon circumstances. College policy ensures individual responsibility and an environment that contributes to a learning community. Failure to abide by the policies and procedures as outlined by the Student Handbook may result in disciplinary action and sanctions. Each student associated with NCC is expected to be familiar with and to follow all policies and procedures established by the College.

For a complete listing of policies, judicial affairs, and grievance procedures please refer to the Student Handbook posted online at https://www.nwcc.edu/studentdev/handbook.pdf; hard copies are available by request in the Student Development Office, 684-7345.

Associated Students of Northwest Christian College (ASNCC)

The Associated Students of NCC (ASNCC) exists to represent the undergraduate student body in all aspects of life at NCC. ASNCC is the organization on campus officially recognized by the administration. As such, members are elected from the student body to offer the student voice. All elected representatives serve in committee roles to serve this end.
The committees are as follows:

    Academic Committee
    Campus Environment Committee
    Activities Committee

ASNCC also grants club and organization status to student groups on campus and assists those organizations with annual funding. The following clubs are currently officially recognized ASNCC clubs:

Acting on Aids	Native American Student Union
Art Club	Red Tent Club
Beacon Outdoor Club	Teacher Education Club
The Forum	Yarn & Yapping Club
Ministry Club	

Bookstore

Fall-Spring Semester Hours:
Monday through Thursday 9:00 a.m. to 8:00 p.m.
Friday 9:00 a.m. to 4:00 p.m.
Saturday 10:00 a.m. to 1:00 p.m.
The Bookstore observes all campus holidays.

Contact Information:
Phone: (541) 684-7270
Fax: (541) 684-7324
E-mail: nccbookstore@nwcc.edu

The NCC Bookstore provides the required textbooks for each class. Additional items includes gifts, imprinted clothing, candy, snacks, and drinks.

Return Policy:

Refunds for textbooks purchased for the current semester are available during the first two weeks of each semester (dates are posted at the Bookstore). Books must be in the same condition as when purchased (no highlighting/marks of any kind if purchased new) and preferably accompanied by the original receipts. After the first two weeks of classes, returns will ONLY be accepted with a signed drop slip and a receipt. Non-text merchandise is returnable, with original receipt, within 30 days of the purchase date. Merchandise must be in resalable condition when returned.

Textbook Buyback:

Textbooks are bought back at the Bookstore during the last week of the fall and spring semesters (finals week) Students are given up to 50 percent of the price paid for the book.

Campus Ministries (http://www.nwcc.edu/studentdev/ministries/)

Campus Ministries department exists to foster and support Christian spiritual development of the students and entire NCC campus community. The department offers:

- Daytime and nighttime chapel services that aspire to build community, enable worship, and challenge participants to be devoted followers of Jesus Christ.
- Community Life Groups of four to ten students that meet regularly to encourage accountability to the Lord Jesus Christ, to build community, and to provide a safe and nurturing place.
- Pastoral care when students sense a need for a safe place for encouragement, direction, affirmation, belonging, prayer, and nurturing in the Christian faith. The campus pastor and his staff want to serve the student body of NCC to become whole in Christ.
- Assistance for students to connect with local churches during their years at NCC.

Career Development

Career Planning

The mission of career development is to empower individuals to determine, pursue, and achieve their professional goals across the life span. In partnership with the National Association of Colleges and Employers (NACE), the Career Development Center offers the following services to students and alumni: individual career counseling and planning; assessments and interest inventories; internship and career-related volunteer opportunities; employment information; graduate school assistance; resume, cover letter, and interviewing preparation; and job search seminars and workshops. Resources are also made available in the Kellenberger Library on campus and on the College's web site: http://www.nwcc.edu.

Employment Services

Students interested in general employment in the Eugene-Springfield area may access online job postings by visiting the College's web site: https://www.nwcc.edu/studentdev/career/ or by consulting the Career Development Center, located on the second floor of the Morse Event Center.

Counseling Services (http://www.nwcc.edu/academics/grad/procounseling/)

Mental health counseling services, offered by Professional Counseling graduate students, are available to all NCC students. Each student may receive ten free sessions with a counselor per year. After ten sessions are completed, students are offered counseling services at a low cost. Students interested in counseling should call 541-349-7471 to schedule a brief intake appointment.

Disability Services

NCC does not discriminate against qualified individuals with a disability in admission or access to its programs or activities. Prospective and admitted students who need information about programs, services and accommodations should contact the Student Development Office. The vice president for student development or his/her designee is the disability officer for NCC. For a complete explanation of disability services, please see the Disability Services Handbook available in the Student Development Office.

Fitness Center, Morse Event Center

The Fitness Center meets student's fitness needs. The center offers a variety of cardio, weight, and strength training equipment to meet physical health needs. Hours of operation are extensive during the school year. These hours will be posted and supervised.

Food Services

Sodexho is our food service provider and works with individual students who have special dietary requirements.

Health Services

NCC employs a campus nurse. The nurse's office is located on the first floor of Burke-Griffeth, between the Banquet Room and the Rug Room. For office hours and more information please call 684-7345. All records and patient information will remain confidential in accordance with HIPAA. The nurse can address initial health needs, coordinate further services off-campus, and provide health recommendations to individual students.

Unless covered by a family or individual policy, all full-time students and all students living in campus housing must subscribe to NCC's student insurance policy. The policy is primarily a hospitalization and accident policy. Questions about the policy or claims for insurance benefits are handled by Guarantee Trust Life Insurance company 1-800-452-4772. Claim forms are available in Student Services.

Intercollegiate Athletics

NCC is a member of the National Association of Intercollegiate Athletics (NAIA) and a member of the Cascade Collegiate Conference in 2007-2008. NCC offers ten opportunities for collegiate athletics participation.

Fall Sports:
Men's Cross Country, Golf, Soccer
Women's Cross Country, Golf, Soccer, Volleyball

Winter Sports:
Men's Basketball
Women's Basketball

Spring Sports:
Women's Golf, Softball
Men's Golf

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OWL Newsletter

Adult students are often juggling full-time employment and family responsibilities. Student Development understands the many roles adult students play everyday and works to support and encourage adult students in a variety of ways. The OWL Newsletter publishes event information, study tips, the home athletic schedule, and other opportunities for adult students and their families to engage in the NCC community.   Student Development also sponsors OWL Child Care events periodically so that our student/parents have a safe and fun environment to leave their children for a few hours while they catch up on personal time or study time.

Student Activities

Student Activities seeks to integrate faith with the implementation of programs that foster a sense of community, belonging, identity, leadership, intellectual growth, and racial reconciliation. Current offerings which serve this end include the following:

- Beacon Nights: A free weekly program that gives students exciting events to participate in on Friday nights at 9 p.m.
- Signature events including Mr. Beacon Competition, Beacon Madness, Midnight Breakfast, Homecoming events, Spring Formal, Family Weekend, concerts, Coffee House concerts, Class Film Competition, etc.
- A competitive intramural program offers both league and non-league play in the areas of dodge ball, volleyball, ultimate Frisbee, flag football, open gym, etc.
- Cultural programs engaging in local arts--everything from the Eugene Saturday Market to Andrew Lloyd Weber shows at the Hult Center or in Portland--as well local international events such as the Eugene Asian Celebration and Fiesta Latina.
- Educational programs aimed at promoting justice on earth including emphasis weeks and diversity months.
- Outdoor activities including rafting, skiing, coast trips, and hikes.

ACADEMIC POLICIES

NOTE: Students are subject to academic requirements and academic policies described in the College Catalog as well as to other published academic rules and regulations in effect at the time of their initial admission or readmission to NCC. When significant changes are adopted in the academic policies and requirements after their admission, students have the option of completing their degree under either the old or the new requirements within the degree time limit.

Northwest Christian College Academic Honesty Policy

Our college's mission assumes the highest principles of virtue and ethics in the intellectual life. Plagiarism, cheating, and any other form of academic dishonesty are not acceptable and will not be tolerated. If a student cheats on a test or assignment he/she will receive a zero for that work and, depending on the severity of the offense, possibly a grade of "F" in the course. All incidents will be reported in writing to the vice president for academic affairs and to the dean of students, who may consider additional actions, including dismissal from the College.

Assessment of Student Learning

Assessing student learning outcomes is an essential part of the academic experience, for both students and faculty. In order to measure the level of knowledge, skills, and abilities (KSA) that students are expected to attain in their academic majors and individual classes, faculty will employ a variety of assessment methods. Individual course instructors enjoy the academic freedom to use the methods they deem most appropriate to assess student learning, including, but not limited to: attendance/participation, papers, journals, assignments, quizzes, tests, exams, projects (individual and/or group). Some methods may be adopted across courses and majors using rubrics adopted by faculty in the respective Schools.

Academic Progress/Advising

Academic Disqualification

A student whose academic performance falls below minimum standards of the College is academically disqualified. Such a student may petition the Academic Council for reconsideration. As a basis for this petition the student must present evidence of acceptable work in another college or experience in work that demonstrates maturity.

Academic Grievance Policy

For information on the current grievance policy, please refer to the Student Handbook located at https://www.nwcc.edu.

Academic Probation Regulations

Students on academic probation and those admitted conditionally are required to complete the College's current academic skills development program. Failure to do so may result in academic disqualification. Students are encouraged not to carry more than 12-13 credits while on academic probation.
1. The minimum cumulative grade point average (GPA) required for graduation at NCC is 2.00.
2. A student whose semester GPA falls below a 2.00, but whose cumulative GPA remains equal to or above a 2.00, is placed on academic warning for the subsequent semester.
3. A student whose cumulative GPA falls below a 2.00 is eligible to continue on academic probation for one semester. During this semester, the student must raise his or her semester GPA to 2.00 while taking a full load.
4. A student on academic probation may achieve satisfactory academic standing and be removed from probation by raising his/her cumulative GPA to 2.00 or above.
5. A student receiving veteran educational benefits may remain on academic probation only one semester to continue receiving the benefits. The student's semester and cumulative GPA must be a minimum 2.00 by the end of the semester of probation. The Veteran's Administration will be notified if the student has not met the requirement of probation except under extenuating circumstances.
6. A student is academically disqualified if his or her cumulative GPA remains below 2.00 at the end of the semester on academic probation. A student may also be academically disqualified when the Dean's Council has determined that he or she can no longer benefit from attendance or succeed academically at NCC.

Academic Tutoring

NCC seeks to help its students succeed academically. Toward this end, the College provides tutorial services, free of charge, to those who need assistance academically. Students on academic probation as well as new students admitted conditionally are required to interact with an assigned academic advisor.

Class Attendance Policies

Attendance is mandatory for student success in the coursework and the personal and small group relationships facilitated in the class sessions because the Professional Studies Program is accelerated. In the course of the program, however, there may be a few unavoidable absences. These absences must be arranged with the professor, preferably before class meets. If the absence is unavoidable, and the professor is informed, the following guideline applies:

The maximum number of class meetings that can be missed for a course is two. Students are discouraged from missing any class meetings. Since attendance and class participation are part of the grade, any absences may affect students' final grade. If more than two meetings are missed, students are either administratively dropped or failed, and must repeat the course at full tuition. Whether a student is dropped or failed depends on individual circumstances, the recommendation of the appropriate faculty member, and the decision of the dean of the graduate and professional studies.

Time Limit

The time limit for completing the Professional Studies Program is six years from the start of matriculation. When the time limit has elapsed, the student must apply for readmission. Readmitted students are subject to academic requirements and policies in effect at the time of readmission. (For details regarding readmission, consult the director of admissions.)

Writing Competency Requirement

NCC requires four semester hours of English composition, to be satisfied by coursework (with a grade of C- or P or better), or through established exemption and waiver procedures. In the case of coursework, the student must pass two semesters of English Composition (WR 121/122) or the approved equivalent.

Course/Credit Policies
Course Designations

The course number indicates the difficulty of the course in relation to lower division and upper division work.

50-99:	Remedial courses which do not apply toward degree requirements.
100-299:	Lower division courses.
300-499:	Upper division courses.
500-599:	Courses open primarily to graduate students.
600-699:	Courses open only to graduate students.

The capital letters preceding the course number indicate the area in which the course is offered. In some instances a single course may be counted as fulfilling the requirement in one or the other of two fields.

As a rule, students should enroll in courses according to their classification. Exception may be made with the consent of the instructor. Persons responsible for academic advising will help the students develop their program according to the rules under general practice.

Grading and Exam Policies
Grade System and Grade Point Average

Prior to fall 1995, grade points were computed by assigning four points for each credit of A, three for each credit of B, two for each credit of C, one for each credit of D and zero for each credit of F. Marks I and W, and grades N and P are disregarded. The grade point average is calculated by dividing total points by total credit of A, B, C, D, F. For courses taken fall 1995 and thereafter, the plus sign increases the points assigned the letter grade by 0.3 per credit (for B, C, and D grades only), and the minus sign decreases the points assigned the letter grade by 0.3 per credit.

Grades at NCC reflect the following definitions:

A	4	Excellent
B	3	Good
C	2	Satisfactory
D	1	Inferior
F	0	Unsatisfactory performance, no credit awarded
+	+0.3	With B, C, D
-	-.0.3	With A, B, C, D
I		Incomplete
P		Satisfactory (C- or above for undergraduate work; B- or above for graduate work)
N		Less than satisfactory performance, no credit awarded; (D+ or lower for undergraduate work, C+ or lower for graduate work)
AU		Audit, no credit awarded
W		Official withdraw without penalty

WF	Withdraw while failing
X	No grade reported by instructor (recorded by registrar)
^	Course does not meet NCC graduation requirements
R	Class repeated
P/N	Pass/No Pass

P/N (Pass/No Pass) grades are the prerogative of the individual professor. Approval of the instructor must be received by the close of the registration period as printed in the catalog. In the A, B, C, D, and F scale, below C- is No Pass. Courses with P grade count toward graduation. This choice, once made, is final and cannot be revoked. (See limitations under Four-year Bachelor Degree Programs.)

D or F Grades. The grade of D does not satisfy graduation requirements in an academic major or minor. A student who receives a grade of D or F may repeat the course once. The first grade received will remain on the permanent record, but the second grade, if higher, will be computed in the GPA.

Incomplete. At the discretion of the instructor the student may be given a grade of Incomplete when the student has essentially met all class requirements except some minor matters or had an emergency situation at the last minute. Tardiness and lack of self-discipline do not constitute a justifiable cause.

Incompletes must be completed 30 calendar days from the last day of instruction, which is determined by the professor of record and recorded on the Incomplete form.

In cases of extenuating circumstances, extension may be granted at the discretion of the instructor and the vice president for academic affairs; requests for such extension must be submitted and approved by the vice president for academic affairs before the 30-day period elapses.

Students with more than one Incomplete grade per semester and/or a consistent pattern of Incomplete grades in consecutive semesters may be placed on academic probation. When the student fails to demonstrate significant improvement, he/she may be academically disqualified.

Grade of WF. The grade of "WF" is given for withdrawal after the 10th week of the semester while doing failing work.

Grade of X. This grade is initiated by the Registrar's Office when it finds an error or other problems on grade reports submitted by the faculty. The grade is converted when the problem has been resolved or clarified.

GPA. All courses completed at NCC and transferable credits from other colleges and universities are computed for the cumulative GPA for academic awards and honors. NCC transcripts list the cumulative GPA for courses completed at NCC.

Late Papers and Assignments

Each instructor sets policies regarding papers and other class assignments turned in late. Professors reserve the right to set penalties, including lowering of grades, as well as rejection of late papers.

Makeup Tests

No makeup quizzes, tests, and finals will be allowed except for circumstances granted a legitimate excuse status.

Graduation
Commencement/Graduation Activities

The main commencement activities are held in May, at the end of spring semester. An additional graduation ceremony is held in December at the end of fall semester. Participants in commencement must complete all graduation requirements prior to commencement.

Graduation Application

Students planning to graduate are required to file a formal application for graduation with the Registrar's Office by the end of preregistration for their final semester. Until the student has been given preliminary clearance, he/she should not make any graduation plans.

Registration
Official Confirmation

Students must sign a Financial Responsibility Agreement for the year, and each semester confirm continued enrollment with the Student Services Office in order to complete registration. This step enables disbursement of institutional, state, and federal financial aid and affirms continued dormitory occupancy.

Reenrollment

Students who have dropped out of their class but wish to join a new class must:
1. Notify the dean of graduate and professional studies of their desire to return.
2. Provide evidence that all work is current, Incompletes are removed, and financial arrangements have been made.

3.   Provide evidence that all financial obligations have been met.
When the PSP admissions coordinator acknowledges the above provisions have been met, students will be admitted to a new cohort to complete the program.

Withdrawal
To withdraw from the program, the student must notify the academic advisor and complete the withdrawal form. Students will receive credit for classes completed. Withdrawal from the program will jeopardize any financial aid for the rest of that academic year. (These regulations have been set by federal and state governments.)

Called to Active Service Duty
Should a student enrolled at NCC be called to active service duty, he/she should report to the Registrar's Office. The registrar will back the student out of the classes he/she is registered for and refund the student's fees 100 percent (working in conjunction with Financial Aid if appropriate). Questions regarding this policy may be directed to the office of the vice president for academic affairs and dean of the faculty.

Student Classification
Classification of Students
A student's classification is determined by the amount of credit earned both in hours and grade points. The classification held by a student at the beginning of the academic year will be continued throughout the year.
Freshman: A student having 29 or fewer semester hours of college credit.
Sophomore: A student who has completed 30 semester hours of college credit by the opening of the fall semester.
Junior: A student who has completed 60 semester hours of college credit by the opening of the fall semester.
Senior: A student who has completed 90 semester hours of college credit by the opening of the fall semester.
Non-Degree Seeking: A student who is taking six or fewer semester hours and who does not plan to meet requirements for graduation. A student who acquires 30 semester hours of credit must change from non-degree to regular student status and conform to the usual regulations governing regular students.
Post-Baccalaureate: A student who has earned a bachelor's degree and is pursuing further studies.

Transfer Evaluation
Credits from Regionally Accredited Institutions
All credits from such institutions are transferred and appropriately applied toward graduation requirements.

Credits from Institutions Not Regionally Accredited
Credits from non-regionally accredited institutions are evaluated on a case-by-case basis by the Registrar's Office.
A student who is accepted as a transfer student from such institutions must complete one full semester of work at NCC before any credit is transferred. A complete evaluation of the work will be made at the end of the first semester. If the student has maintained a C average at NCC, full credit will be given for the transferred work. A maximum of 30 credits may be transferred if approved.

Transfer Credits
The Registrar's Office evaluates work transferred from other institutions and determines which courses/credits might apply toward a degree program at NCC. The limit on transfer of vocational and technical credits from an accredited community college is 20 semester hours.

Grade Limitations on Transferred Credits
Transferred courses with a C- or better are applied toward graduation requirements.

Music Credits
A maximum of eight hours of music performance credits may be transferred. No more than two classes with the same course number will be applied to graduation requirements. An exception may be made if a student has upper division music courses that relate to the major.

Physical Education (PE) Credits
A maximum of eight hours of PE credits may be transferred. No more than two classes with the same course number will be applied toward NCC graduation requirements.

Reporting of Grades from Other Institutions
Grades for courses taken at University of Oregon and/or Lane Community College must be reported to the Registrar's Office by the second week of the semester.
Students whose University of Oregon and/or Lane Community College grades are not submitted by the deadline will not be considered for academic and other honors nor for financial aid. Later reporting of the grades may result in rescinding of any honors and aid given.

Alternative Ways to Earn Credits

Students can earn up to 30 credit hours for associate of arts degrees and up to 60 credit hours for bachelor's degrees by means other than a regular college classroom setting. The faculty of NCC has approved the following alternative methods: Credit by Examination Programs, Credit by Portfolio Assessment, Credit through Military Educational Programs, Correspondence Courses, Telecourses, Distance Learning Programs, and Course Challenges.

Credit by Examination Programs

For credits through examination programs, NCC uses the American Council of Education's (ACE) most recent edition of Educational Credit by Examination as its official guide for approval or disapproval of a test for credit-granting purpose. (Maximum number of credits through tests allowed: 15 hours for associate degrees; 30 hours for bachelor's degrees.)

1. Advanced Placement (AP). Credits toward a baccalaureate degree are granted to students who receive the grade of three or higher on tests sponsored by the Advanced Placement Program of the College Entrance Examination Board. The subject area tested and the scores received determine which NCC course requirements are satisfied. Contact the registrar for more details.
2. College Level Examination Program (CLEP). An applicant can earn credits toward a baccalaureate degree through CLEP tests offered by the Educational Testing Service of the College Board. Contact the registrar for more information.
3. International Baccalaureate (IB). College credit is awarded to students who have scored four through seven on an individual IB higher level exam in any subject area. Students applying for admission who hold an IB diploma are considered on a case-by-case basis for advanced placement and college credit.   More information is available from the Office of Admissions.

Credit by Portfolio Assessment

Students may receive a maximum of 30 credits in a variety of subject areas for learning acquired through experience outside a normal academic setting. For conditions, guidelines, and procedures, consult NCC Manual for Credit for Prior Learning. No graduate credits are granted through prior learning experience.

Credit Through Military Educational Programs

In granting credits earned through military training and experience, the College relies on standards and guidelines established by the American Council of Education (ACE). The ACE, through its Office on Educational Credit and Credentials (OECC), provides credit recommendations for courses and occupational training provided by the armed forces. ACE evaluates formal military courses and training and publishes credit recommendations in the Guide to the Evaluation of Educational Experiences in the Armed Forces Guide. All accepted credits must fulfill graduation requirements.

Correspondence Courses, Telecourse, Distance Learning Programs

NCC recognizes and accepts for transfer, credits earned through telecourse, correspondence, and distance learning programs administered by regionally accredited institutions. The maximum number of such credits is 40.

Course Challenge

A formally admitted student may challenge certain College courses by examination without actually registering in the courses.

1. The student's petition to the dean of the school and must have the approval of the individual faculty member administering the Course Challenge Contract.
2. Arrangements for the examination, including payment of fees, must be completed within the first ten (10) class days of each semester. Applications received later will be processed the following semester.
3. The student must pay, in advance, a special nonrefundable examination fee, one-half of the current tuition per semester credit hour, for the course being challenged.
4. The student is allowed only one opportunity to qualify for credit by examination in any given course.
5. The student has the option of credit recorded with a mark of Pass (P) or letter grade.
6. Credit by examination may not be counted toward the satisfaction of the residence requirement.
7. Credit by examination may be earned only in courses whose content is identified by title in the NCC Catalog.
8. A student may not receive credit by examination in courses: (a) that would substantially duplicate credit already received; or (b) that are more elementary than courses in which previous credit has been received or status has been established.
9. A student must be a regularly admitted student and registered for classes the semester in which the examination is administered.
10. Regarding English writing course challenge, see "Writing Competency Requirement."

Class Waiver and Community College Articulation Agreements

Graduates of community colleges with a college transfer track, and transfers from accredited four-year colleges and universities with two years of a well-balanced program in general studies (humanities, social sciences, and sciences) may be exempted from NCC's general education (core) requirements, except in Bible and Christian Ministry as well as chapel requirements. In some cases such students may be advised to complete additional courses to meet NCC's general education requirements.

Waiver of any required course does not exempt the student from the general graduation requirements. The total number of credit hours required for graduation must be completed. All other applicable general requirements must be met. Students who, at the time of initial matriculation, have completed the Oregon Transfer Associate of Arts degree or a similar degree from an accredited institution, satisfy NCC core requirements (or general education requirements) except eight credits in Bible and Christian Ministry. These requirements are normally fulfilled with BTH 101/102.

NCC has articulation agreements with a number of institutions, including the following: Lane Community College, PeaceHealth Oregon Region, Pioneer Pacific College, Umpqua Community College. Details of these agreements can be viewed in full at http://www.nwcc.edu/registrar/articulation.htm.

PROGRAMS OF STUDY

PROFESSIONAL STUDIES PROGRAM

Dean of Graduate and Professional Studies: Mrs. Colleen Ramos

Mission Statement
The Professional Studies Program exists to serve students, faculty, and staff in achieving their personal, professional, and academic goals in an environment that fosters growth, change, learning, faith, and service. We are committed to providing excellent academic programs that serve students at all levels of professional experience. We are committed to serving the educational needs of our community by providing quality programs and services. We are committed to providing a supportive, challenging working environment for faculty and staff that is also a fun place to work.

Northwest Christian College offers five majors in the professional studies format:
1. B.A. Accounting
2. B.A. in Health Care Administration (HCA)
3. B.A. in Human Services
4. B.A. in Management
4. B.A. in Management Information Systems (MIS)

The Professional Studies Program is a unique alternative to the traditional method of pursuing a bachelor's degree. It is designed for working adults who have approximately 60 semester credit hours and significant life experiences and who want to earn a college degree while continuing their employment. The delivery system for the curriculum is based on course classess taught in the evenings. The program utilizes the latest adult learning models and principles to facilitate learning and to make it relevant.

This educational model assumes a level of experience that will serve to produce college credit for learning that is validated by means of the portfolio assessment process. This experience also plays a key role in the curriculum, which integrates past and present work and life experiences in a learning process that emphasizes student participation and interaction.

Students form a cohort, a group of individuals who may stay together for the entire year and a half of the program. These students develop a strong sense of community and become a support system for each other. This system optimizes the interchange of ideas and experiences and enhances collaboration and class interaction, allowing adults to excel in their particular learning situations.

The Professional Studies Program is designed and structured for the adult learner. Student performance is most often evaluated by summary papers, class discussion and participation, project work, written exercises, quizzes, and tests. Student involvement in the learning process is featured throughout the program.

The Professional Studies Program represents NCC's renewed affirmation to meet the needs of adult students and remain relevant in a changing world.

Admission Requirements
To be considered for admission, applicants must:
1. Have a minimum of two years of work experience, community service, and/or program development responsibilities.
2. Must have a cumulative GPA of 2.00 or higher from institutions of higher learning.

Application Procedure
To be considered for admission, applicants to the Professional Studies Program must provide the College with the following information:
- Completed Application for Admission with a $25 non-refundable application fee.
- Official transcripts from all institutions attended (if less than 12 college-level semester credits, an official high school transcript is also required).
- Applicants who have not graduated from a standard or nonstandard high school (or it's equivalent) may be considered for admission on the basis of the test of General Education Department (GED). To be admitted, applicants must receive an average score of 510 for the five sub tests with no individual test score of less than 450.

Graduation Requirements

1. Completion of 124 semester credit hours.
2. Completion of a basic core curriculum.
   - 4 hours of writing competency (WR 121/122 English Composition).
   - 15 hours in humanities (see General Education Core Requirements).
   - 15 hours in social sciences (see General Education Core Requirements).
   - 6 hours with at least one course each in math, lab sciences, and computer skills.
   - 8 hours Biblical Studies.
   - Students with an Associate of Arts Oregon Transfer degree (AAOT) have met the core requirements (except 8 semester credits of Bible and Christian Ministry).
3. Completion of 40 upper division hours.
4. Cumulative GPA of 2.00 or better for all coursework including those transferred to meet graduation requirements.
5. At least a C- in each course in the major.

Limitations for Professional Studies students:

1. Minimum number of graded courses: 42 credit hours.
2. Maximum number of credits allowed through AP, CLEP, DSST, or ACE equivalency: 30 credit hours.
3. No maximum number of military, fire, or police credits but all accepted credits must fulfill graduation requirements..
4. Maximum number of credits allowed through Prior Learning Experience (PLE): 30 credit hours.
5. Maximum number of credits earned in field experience and practicum: 16 credit hours.
6. Maximum number of credits in correspondence study: 40 credit hours.
7. Time limit: 6 years from date of matriculation for bachelor of arts.

Student Status in the Professional Studies Program

A full-time student in the Professional Studies Program is one who is taking at least 12 credits in each semester. Prior learning credits, AP credits, and CLEP credits are not counted in the total number of credits a student is taking in a semester. PSP students who are taking less than a full-time credit load may not be eligible for financial aid and may jeopardize completing the program in the scheduled timetable.

Portfolio Information

The portfolio is a compilation of the student's learning in the areas of academic, personal, and professional experience. Credit from the portfolio is generated in two ways:

1. Credit for technical and professional training may be awarded if it is appropriate and applicable to the student's career and educational goals.
2. Life-learning essays, written lucidly and logically, communicate to faculty the kind and amount of learning gained from specific life experiences.

Students who wish to earn credits for life-learning experiences will work with the dean of graduate and professional studies to determine academic areas in which they could write life-learning essays. The assessment process determines the credits to be awarded.

Fees are assessed for any credit(s) awarded through the portfolio process that are awarded by NCC. Students may contact the Professional Studies Office or Admissions Office for the current fee schedule.

For additional information, or to schedule a visit, please contact:
Admissions
Northwest Christian College
828 East 11th Avenue
Eugene, OR   97401-3745
541-684-7201
Toll free: 1-877-INFO-NCC
admissions@nwcc.edu

General Education (CORE) Requirements

Writing ***4***
    WR 121   English Composition 2
    WR 122   English Composition 6

Humanities ***15***
    One course in History...3
    One course in two of the following areas 6
        Communications
        Literature
        Philosophy
    Humanities electives 6
        Art History/Appreciation
        Communications
        History
        Foreign Languages
        Literature
        Music History/Appreciation
        Philosophy

Social Sciences* ***15***
    Choose from one course in each of two different areas
        Anthropology
        Business
        Comparative Religions
        Criminal Justice
        Economics
        Education
        Geography
        Human Services
        Law
        Political Science
        Psychology
        Sociology

Mathematics/Science/Computer Science ***6***
        One college-level mathematics course
        One science with lab course
        One computer science course

Bible and Christian Ministry ***8***

Diversity Requirement .... *******
   *A course meeting the diversity requirement may also fulfill a requirement in another area of the general education core. Please check with your advisor for an approved course.

Minimum General Education CORE for all majors ***48***

 A maximum of six credits of major courses may be used to fulfill general education requirements in the Humanities and/or Social Science areas, with a maximum of three credits in each area.

ACCOUNTING (B.A.)

Purpose

The purpose of the accounting major is to train students to take their place as managers and leaders in the business world and public arenas. Accounting is the language of business because its concepts have to be used by owners, managers, creditors, employees, suppliers, etc. to describe the events of a business nature. Of course, accounting does not happen in a vacuum. It has to relate to all other aspects of business, including, but not limited to management, economics, finance, marketing, and ethics. It is especially important that ethics permeate all aspects of the accounting program, developing not only proficient accountants, but ethical business leaders as well.

Objectives: Graduates of this program will:
1. Have a comprehensive knowledge of the basic principles and concepts of accounting.
2. Have the appropriate skills to be able to apply the information gained in the classes in different business settings.
3. Have integrated all aspects of their learning, understanding, knowledge, and skills concerning the application of accounting to business through a final advanced accounting capstone course.
4. Have an understanding of the ethical issues in business in general, and in accounting in particular, and will bring their faith and values to bear on business processes.

Co-requisites:

Eight semester credit hours of Bible are also required (may be taken as a "bridge course" or co-requisite).

Requirements for Accounting Major... *45*

ACTG 310	Principles of Accounting	3
ACTG 331	Intermediate Accounting I	3
ACTG 332	Intermediate Accounting II	3
ACTG 350	Cost Accounting	3
ACTG 435	Federal Income Tax	3
ACTG 445	Auditing	3
ACTG 475	Non-Profit Accounting	3
ACTG 499	Advanced Accounting Project	3
MATH 310	Statistical Applications	3
MGMT 310	Foundations of Management	3
MGMT 315	Human Resource Management	3
MGMT 340	Business Communications	3
MGMT 370	Legal Environment in Business and Management	3
MGMT 400	Ethics and Servant Leadership	3
MGMT 415	Group and Organizational Behavior	3

HEALTH CARE ADMINISTRATION (BA)

Purpose:

This program was design to allow the working adult to complete a degree in Health Care Administration by providing the major courses over a 20-month period. Many students in this program come from a health care background and have found, as they advance in their chosen career field, that they need more extensive administrative skills. The courses in the major are specific to the needs and background of those who are in or wish to enter the health care field, such as: leadership in health care, sociology of health care, health care finance, health care marketing, legal issues in health care, and strategy and planning in health care.

Objectives: Graduates of this program will:
1. Possess a comprehensive knowledge of the core principles and concepts of management and business as they apply to the health care field.
2. Be skilled in operating management and human resources in health care, health care information systems, quality assurance in health care, and the sociology of health care.
3. Integrate all aspects of their learning concerning health care management and business in an internship or project.
4. Demonstrate skills in writing as a process of thinking, judging, and evaluating information.
5. Be acquainted with the current trends in health care management, including the leading sources of health care management information, current publications, and other available resources both in text and on the internet.

Prerequisites:

HCA applicants must demonstrate competency in basic computer skills (ability to use word processing, spreadsheets, graphics software, e-mail, and the Web). Students are also advised to have taken a course in college algebra prior to entering the program or prior to the statistics course in the HCA program.

Co-requisites:

Two semester credit hours of Bible (may be taken as a "bridge course" or co-requisite).

Requirements for Health Care Administration Major... *45*

BTH 375	Ethical Decision Making	3
BTH 445	Servant Leadership	3
HCA 310	Principles of Management & Health Care Systems	3
HCA 315	Leadership & Human Resources in Health Care	3
HCA 320	Interpersonal Communication	3
HCA 330	Health Care Marketing	3
HCA 370	Legal Environment in Health Care	3
HCA 410	Quality Assurance Issues in Health Care	3
HCA 450	Financial Decision Analysis in Health Care	3
HCA 480	Sociology of Health Care	3
HCA 495	Internship	3
HCA 499	Strategy & Planning in Health Care	3
MATH 310	Statistical Applications	3
MIS 375	Management of Health Care Information Technology	3
WR 320	Research Writing for the Social Sciences	3

HUMAN SERVICES (B.A.)

Purpose:

The Professional Studies Program is designed for working adults who have already completed some college work (typically 60 semester hours). Courses are carefully sequenced to build knowledge and skills and are scheduled so that students complete one class at a time. Courses generally occur one night a week and last from 5 to 7 weeks. The Human Services Major is designed for students who wish to enter or advance in careers in the human services professions.

Objectives: Graduates of this program will:
1. Plan and implement strategies, services, and programs to meet basic human needs.
2. Provide support to persons in need.
3. Assist people in using community resources.
4. Instruct others in daily living skills.
5. Be advocates for those who cannot advocate for themselves.
6. Provide care to children, parents, seniors, families, and persons with disabilities.
7. Be prepared for a career in the social services field in agencies such as Department of Human Services, Adult and Family Services, Senior and Disabled Services, and Victim Advocacy.
8. Pursue graduate studies in social work, counseling, ministry, or a related field.

Prerequisites:

MATH 105	Introduction to College Mathematics
PSY 200	General Psychology
SOC 200	Introduction to Sociology
WR 121/122	English Composition

Co-requisites:

BTH 305	Biblical Themes and Perspectives
BTH 410	The Bible and Social Justice

Requirements for Human Services Major ***46***

IDS 230	Introduction to Adult Learning	2
CM 445	Grief & Loss	3
PSY 325	Human Development	3
PSY 345	Social Psychology	3
PSY 355	Research Methods	3
PSY 425	Abnormal Psychology	3
PSY 465	Introduction to Counseling Skills	3
SOC 320	Explorations in Human Services	3
SOC 335	Social Issues and Problems	3
SOC 415	Group and Organizational Behavior	3
SOC 425	Introduction to Family Systems	3
SOC 440	Multicultural Issues in Human Services	3
SOC 460	Planning and Evaluation in Human Services	4
SOC 495	Internship	4
SOC 499	Senior Capstone	1
WR 315	Writing in the Social Sciences	3

MANAGEMENT (B.A.)

Purpose:

The purpose of the management major is to train managers and leaders for the local and global public service arenas. In conjunction with the general education background that students bring with them when they enter the College, the program integrates the fundamental theories, concepts, and practices of business with Christian values and ethics. The core requirements in business administration consist of studies in the functional areas of business as well as these supporting areas: accounting, management, marketing, finance, information technology, statistics, business law, communication, and Christian values and ethics.

Objectives: Graduates of this program will:

1. Have a comprehensive knowledge of the basic principles and concepts in the functional areas of business: accounting, finance, marketing, management, and information technology.
2. Have knowledge and skills in the supporting studies of statistics, business law, operations, and communication (interpersonal and organizational) as well as Christian leadership, values, and ethics.
3. Be skilled in planning, organizing, leading, controlling organizations.
4. Have a knowledge of organizational design and human resource management.
5. Have integrated all aspects of their learning, understanding, knowledge, and skills concerning business through a comprehensive capstone course.
6. Be acquainted with the current trends in business including ethical responsibility, the leading sources of business information, current publications, and other available resources, both in text and on the internet.
7. Understand ethical issues in business and will bring the Christian faith and values to bear on business practices.

Co-requisites:

Eight semester credit hours of Bible (may be taken as a "bridge course" or co-requisite.)

Requirements for Management Major *45*

ACTG 310	Principles of Accounting	3
ECON 310	Managerial Economics	3
MATH 310	Statistical Applications	3
MGMT 310	Foundations of Management	3
MGMT 314	Organizational Theory & Design	3
MGMT 315	Human Resources Management	3
MGMT 330	Marketing	3
MGMT 340	Business Communications	3
MGMT 370	Legal Environment in Business & Management	3
MGMT 400	Ethics and Servant Leadership	3
MGMT 410	Operations Management	3
MGMT 415	Group and Organizational Behavior	3
MGMT 419	Global Business Management	3
MGMT 450	Financial Decision Analysis	3
MGMT 499	Strategic Management	3

MANAGEMENT INFORMATION SYSTEMS (B.A.)

Purpose:

The Management Information Systems program prepares students to work with computer systems, computer resources, and people in applying technology in organizations. In addition to the fundamentals, three distinct areas are studied: networking, databases, and web design. The cohort style program optimizes the interchange of ideas and experiences and allows enhanced collaboration and class interaction, which provides the students with opportunities to integrate and expand their knowledge base.

Objectives: Graduates of this program will:
1. Be skilled in information systems planning and management, database management, networking and telecommunications, project management, and systems analysis and design.
2. Experience the integration of information management with Christian values in an organization.
3. Expand their knowledge, skills, and abilities to work with people and computer systems at entry-level positions in information systems and technology in organizations.
4. Be able to work with other people whose background is not technology, but who must use technology to complete their work.
5. Have integrated all aspects of their learning, understanding, knowledge, and skills concerning management information systems through a comprehensive capstone course.
6. Be acquainted with the current trends in management information technology systems through current publications and other available resources both in text and on the internet.
7. Understand ethical issues in business and management information systems and be able to bring the Christian faith and values to bear in the workplace.

Prerequisites:

MIS applicants must demonstrate competency in basic computer skills (ability to use word processing, spreadsheets, graphics software, e-mail, and the Web). These competencies may be demonstrated in coursework in those areas or in passing CLEP or DANTES tests that demonstrate computer competence and aptitude. Contact the department for information regarding specific tests to take.

Co-requisites:

Eight semester credit hours of Bible (may be taken as a "bridge course" or co-requisite).

Requirements for Management Information Systems Major ***45***

MATH 310	Statistical Analysis	3
MGMT 310	Foundations of Management	3
MGMT 314	Organizational Theory & Design	3
MGMT 315	Human Resources Management	3
MGMT 340	Business Communications	3
MGMT 370	Legal Environment in Business & Management	3
MGMT 400	Ethics and Servant Leadership	3
MGMT 415	Group and Organizational Behavior	3
MIS 365	Management of Information Technology	3
MIS 370	Information Systems Planning and Management	3
MIS 380	Database Management	3
MIS 410	Networks and Telecommunications	3
MIS 450	Project Management	3
MIS 460	Systems Analysis and Design	3
MIS 499	Management Information Systems Strategy	3

PROFESSIONAL STUDIES PROGRAM COURSE DESCRIPTIONS

ACCOUNTING

ACTG 310 Principles of Accounting (3) This course is an overview of financial and managerial accounting. It will focus on the needs of students to understand the primary framework of financial statements, the accounting cycle, and asset control. It will also touch on costing issues, cost-volume-profit analysis, and flexible budgeting.

ACTG 331 Intermediate Accounting I (3) This course will focus on learning the conceptual framework of financial reporting and how to apply the historical cost, revenue recognition, and matching principles to measuring transactions. The primary foci will be on the asset side of the accounting equation and the proper presentation of assets on the balance sheet. Emphasis is placed on the effective use of accounting information systems and technologies, as well as understanding the ethical roles of accountants within society.   Prerequisite: ACTG 310.

ACTG 332 Intermediate Accounting II (3) This course will focus on learning the accounting and financial reporting for liabilities and for stockholders' equity. Emphasis is placed on Statement of Cash Flows, Statement of Retained Earnings, and Income Statement. Special problems in accounting, such as accounting for leases, defined benefit pension plans, and the difference in the way taxes are treated for accounting and for reporting to the IRS will also addressed.

ACTG 350 Cost Accounting (3) This course covers cost accumulation systems used in service, merchandising, and manufacturing organizations, including job order costing, activity-based costing, and standard costing. The course also covers concepts and procedures to analyze cost accounting data for planning and control purposes, such as cost-volume-profit analysis and variance analysis, and the use of communication of accounting information in selected business decisions, such as pricing, product-mix, special orders, and outsourcing. Prerequisite: ACTG 310.

ACTG 435 Federal Income Tax (3) This course will focus on the study of current federal income tax laws and application of individual income tax rules. Emphasis is on analyzing and interpreting tax rules as well as developing ability to research tax rules. Accounting theory and practices of federal income taxation will be examined based on a study of governmental publications - the laws, regulations, and digests of official income tax decisions. Prerequisite: ACTG 331.

ACTG 445 Auditing (3) This course will focus on the study of auditing standards, internal accounting control systems, compliance and substantive audit procedures applied to accounts and transaction cycles, and audit reports. Special attention will be directed to the auditing concepts of materiality and risk, types of evidence and documentation, and an introduction to the ethical and legal responsibilities of the Certified Public Accountant. Prerequisite: ACTG 331.

ACTG 475 Non-Profit Accounting (3) This course will focus on external financial statements for government and other non-profit organizations and will include a discussion of fund accounting and non-profit reporting requirements. Prerequisite: ACTG 331.

ACTG 499 Advanced Accounting (3) This capstone course will focus on the principles and mechanics upon which corporate financial statements are prepared on a consolidated basis. Students will be able to prepare financial statements for various forms of corporate "families" which have a representative variety of inter-corporate transactions. Students will be able to make appropriate adjustments to the accounting records to reflect the inter-corporate investments. Additionally, students will become familiar with the pros, cons, and ethical issues involved with corporate mergers and other forms of corporate expansion.

BIBLE AND CHRISTIAN THEOLOGY

BTH 101/102 Engaging With the Bible: How to Read the Bible in the 21st Century (4, 4) Engaging with the Bible provides students with a thorough overview of biblical content. Within the framework of class lectures and small group discussions, students will acquire familiarity and skill in using: 1) tools for interpreting the content and message of the Bible, 2) tools to help them succeed in other NCC courses, and 3) tools to help them integrate academics with Christian faith.

BTH 305 Biblical Themes and Perspectives (4) This study focuses on the literary, historical and religious dimensions of the scriptures. The history of canon, transmission of the ancient texts, emergence of modern versions of scriptures, the faith of ancient Israel, and the early church are examined. Students are guided to examine the relation of biblical faith and the teachings to daily life and individual purpose.

BTH 375 Ethical Decision Making (3) A review of historical ethical philosophies and their application to personal and corporate values will be examined in this course. Of special interest will be an examination of the relationship of the various ethical philosophies to the field of bioethics.

BTH 410 The Bible and Social Justice (4) This course explores the prophetic tradition exemplified in Israel's prophets, Jesus, and the New Testament. It applies this tradition to contemporary issues and circumstance of social justice.

BTH 445 Servant Leadership (3) This course examines the concept of servant leadership from a personal as well as an organizational viewpoint. The interplay of organizational values, cultural values, and personal values with servant leadership principles will be a major focus of the course.

BUSINESS

BUS 100 Business Principles and Practices (3) This course introduces students to the basic topics and issues in business administration. It is designed to provide an overview of the key functional areas of business as well as a focus on Christian values, ethics, and leadership in business. Theory R management concepts are specifically discussed.

CHRISTIAN MINISTRY

CM 445 Grief and Loss (3) A study of the process of grieving in association with traumatic events such as death, accidents, and loss of job or relationships. Attention will be given to dealing effectively with the emotional, psychological, and physical aspects of bereavement from the point of view of various helping professions. Prerequisite: PSY 200.

COMMUNICATION

COMM 220 Intercultural Communication (3) A study in the problems of effective communication of concepts across cultural barriers, values and world views. Prerequisites: SOC 200 or ANTH 210 and COMM 211 or 212 or 260 or instructor's consent.

COMPUTER INFORMATION SCIENCES

CIS 123 Software Applications: Spreadsheets and Databases (2) This course provides an intermediate skill level in spreadsheets and database software applications. The class has a decidedly business orientation, but the applications are also applicable for processing and analyzing data in hard science and social science research. Topics covered in spreadsheets include additional functions, macros, pivot tables, and three dimensional formulas. Topics in databases include advanced queries, setting up and using relationships, and custom forms. Prerequisites: CIS 121 or consent of instructor.

CIS 125 Introduction to Web Page Design (2) In this course, students will learn to design and develop basic web pages, using both HTML (Hypertext Markup Language) and Web Authoring application. No experience with HTML is required. Completion of a project is an essential part of the course. Prerequisite: CIS 121 or equivalent.

ECONOMICS

ECON 310 Managerial Economics (3) Economics, in general, is designed to explain the nature of the real world. Microeconomic analysis is the heart of economics and the key to its application in the world of business. This course is designed to help students apply economic models and economic reasoning to making managerial decisions in both the public and private sector. Prerequisite: MATH 105.

ENGLISH

ENG 220 Introduction to Fiction (3) This course presents a survey of narrative fiction and narrative forms, primarily from the eighteenth century until the present. Readings will include both recognized "classics" and works selected to demonstrate the truths fiction can draw from a variety of cultures and perspectives.

HEALTH CARE ADMINISTRATION

HCA 310 Principles of Management & Health Care Systems (3) This course provides an examination of the fundamental management concepts and an historical review of the development of management theories with a focus on how those concepts and theories apply to health care systems.

HCA 315 Leadership & Human Resources in Health Care (3) This course presents policies and practices related to managing and leading people, including recruitment, hiring, training, professional development, evaluation, and compensation. Special consideration is given to the values and assumptions made in health care organizations as they relate to leading and developing the most important organizational assets--employees.

HCA 320 Interpersonal Communication (3) In this course, advanced techniques of interpersonal communication are presented and analyzed. Emphasis is upon the development of effective communication in the workplace.

HCA 330 Health Care Marketing (3) This course will provide an introduction to the basic concepts and principles of health services' marketing within the health care industry. In addition, students will become familiar with marketing references that will serve as information resources in other careers.

HCA 370 Legal Environment in Health Care (3) The purpose of this course is to examine health care law, the legal structure of health care organizations, and the basic legal principles governing individual conduct for health care professionals. The course is designed to provide an overview of several functional areas of the law regulating health care.

HCA 410 Quality Assurance Issues in Health Care (3) This course will examine quality assurance in health care from the patient perspective. Beginning with an overview of health care history and trends, various quality assurance programs will be examined for their relationship to patient safety and care. The impact of policies and processes on quality assurance for patients will be a focus of the course.

HCA 450 Financial Decision Analysis in Health Care (3) The focus of this course is on the analysis of managerial planning and control in health care organizations with emphasis on the development and administration of budget and financial support systems.

HCA 480 Sociology of Health Care (3) This course examines the medical, psychological, and social welfare programs and models that address health care needs, with a focus on best practices examples as well as the needs of populations with respect to such issues as age, race, gender, ethnicity, sexual preference, education, and physical limitations. Students will also become familiar with local community health care services, funding issues, and social service prevention models.

HCA 495 Internship (3) This course provides students the opportunity to gain practical work experience in an area of interest in the health care field or to research a project that will benefit a local health care organization under close supervision of a faculty advisor. The format of the internship or project will be flexible, with an emphasis on individual contracts with local health care providers.

HCA 499 Strategy & Planning in Health Care (3) This capstone course will examine the relation of organizational by-laws, policies, processes, and stakeholders to strategy and planning. Forecasting and visioning, especially as they relate to community outreach, public relations, and customer relations, will be examined.

HISTORY

HIST 215 U.S. History (3) Survey of the interplay of forces that have brought about the evolutionary development of American economic, cultural, and political history from 1492 to present.

HIST 230 Historical Survey of European Christianity (3) This course is a survey of the major developments in Christian thought and practice from the Patristic period to the English Reformation.

HIST 235 Historical Survey of American Christianity (3) This course is a survey of the major developments in American Christian thought and practice from the Jamestown colony through the 20th century.

INTERDISCIPLINARY STUDIES

IDS 101/102 Ideas Matter: Engaging American Thought and Culture (3, 2) This series of first year courses explores the ideas that are key to the development of the American experiment with democracy. An examination of Christianity's stake in this development is held up as a central concern around the themes on which the "Ideas Matter" courses focus. An emphasis is placed on the diverse religious, literary, cultural, artistic, historic, and political expressions of those individuals excluded from, as well as included in, the initial compact of citizenship in the emerging republic. With attention to the American context, major movements in religion, science, government, philosophy, economics, etc. are treated as part and parcel to the concerns of these courses.

IDS 205 Portfolio Analysis (3) This course assists students in assessing prior learning and in developing a portfolio based on Kolb's model of adult learning at the college level.

IDS 230 Introduction to Adult Learning (2) The purpose of this course is preparing students to work in the dynamic environment that surrounds academic discourse, research, and learning. By identifying individual strengths students will be equipped to work independently and within teams. Academic success within adult education is dependent upon effective study habits, time management, and the ability to successfully work in groups.

MANAGEMENT

MGMT 310 Foundations of Management (3) This course provides an introduction to the concepts and principles of management in organizations. This course examines the application of these principles and concepts in relation to various types of organizations. In addition, students will become familiar with business and management resources that will serve as information resources in their careers.

MGMT 314 Organizational Theory and Design (3) This course analyzes how organizations are designed and structured from a systems perspective, how they are affected by internal and external environment, why they are effective or ineffective in achieving their goals, and how culture and power impact this issue. Prerequisite: MGMT 310.

MGMT 315 Human Resources Management (3) This course presents policies and practices related to managing people, including: hiring, training, professional development, evaluation, and compensation. Special consideration is given to the values and assumptions made in maintaining personnel policies and practices. Case studies and simulations are participated in, making use of data from EEO and OSHA legislation. Prerequisite: MGMT 310.

MGMT 330 Marketing (3) This course is an integrated analysis of the role marketing plays in an organization. Analysis will include factors affecting consumer behavior, the development of marketing strategies, and recognition of market analysis.

MGMT 340 Business Communications (3) This course focuses on oral and written communications in a business/ organizational setting. Emphasis is placed on writing documents that use proper grammar, sentence structure, and paragraph construction. Prerequisite: WR 121.

MGMT 370 Legal Environment in Business and Management (3) This course exposes students to the legal issues related to the fields of business and management. Issues related to the law of agency and business organizations, the law of business transactions (contracts, Uniform Commercial Code, debtor/creditor relations, and international), and laws related to employment will be examined. Prerequisite: MGMT 310.

MGMT 400 Ethics and Servant Leadership (3) A review of the historical ethical philosophies and their application to personal and business values will be examined in this course. It also examines the concept of servant leadership from a personal as well as an organizational viewpoint. The interplay of organizational values, cultural values, and personal values with servant leadership principles will be a major focus of this course. Prerequisite: MGMT 310.

MGMT 410 Operations Management (3) This course examines planning and control of production and operations with respect to products/services, processes, technology, and personnel. Topics include strategy, quality, forecasting, capacity, location, layout, the supply chain, Just-In-Time manufacturing, and inventory activities. Prerequisite: MATH 310.

MGMT 415 Group and Organizational Behavior (3) Emphasis in this course will be on analysis of group formation, behavior, functioning, and effectiveness. Focus will also be placed on developing skills in team/group leadership to solve problems in organizational settings. Prerequisites: MGMT 310.

MGMT 419 Global Business Management (3) This course explores topics related to managing an organization in a global, multinational environment. Special areas to be examined include the social, cultural, economic, and political environments, as well as ethical and legal issues, Matters dealing with trade, business operations, and monetary systems will also be explored Prerequisite: MGMT 310.

MGMT 450 Financial Decision Analysis (3) The focus of this course is on the analysis of managerial planning and control systems with emphasis on the development and administration of the budget and financial support systems. Prerequisite: ACTG 310.

MGMT 499 Strategic Management (3) This capstone business course examines the interdependence of the different functions of a business. Through the use of computer simulations, students gain a comprehensive and integrated view of business operations and the role of top management in analyzing the environment, setting goals, and implementing plans with special emphasis on ethical issues. Business students take this course in the final term of their senior year.

MANAGEMENT INFORMATION SYSTEMS (MIS)

MIS 365 Management of Information Technology (3) This course provides an introduction to managing and using information technology in organizations. Topics include technology (hardware, software, data, and networks), business applications (Internet, intranet, extranets, electronic commerce, decision making, and strategy), the development of information technology solutions, and security and ethical considerations as well as information technology in the global environment. Prerequisite: MGMT 310.

MIS 370 Information Systems Planning and Management (3) This course is a study of the financial, technical, and strategic information systems planning processes. Emphasis will be placed on the relationship of information systems and the information systems function to the overall business organization as well as planning and budgeting.

MIS 375 Management of Health Care Information Technology (3) The focus of this course in how to manage information technology in today's health care environment. Topics include technology (hardware and software), applications (end user, operations, managerial decision making, and strategy), and the development and management of information technology in health care institutions.

MIS 380 Database Management (3) This course focuses on the management and use of data resources in an organization. Emphasis will be placed on issues surrounding database administration, data planning, data administration, database management systems, and the development of databases for end-user applications.

MIS 410 Networks and Telecommunications (3) This course focuses on the planning and development of an enterprise network. Emphasis will be placed on network components, network architecture, connectivity issues, network management, and security concerns. The use and management of the Internet, intranets, and extranets will be explored.

MIS 450 Project Management (3) This course focuses on the planning, scheduling, and control activities involved in managing projects, especially information systems projects. The development of a project organization and project teams is also covered. Emphasis is placed on the use of project planning and control techniques, including computer software.

MIS 460 Systems Analysis and Design (3) This course covers the topics involved in systems design and analysis including the systems development cycle. An interactive approach of design and analysis is used while prototyping and other alternative strategies are discussed. Documentation of software projects is discussed. Current software tools are integrated into the course.

MIS 499 Management Information Systems Strategy (3) This capstone management information systems course examines the overall business context of information technology in organizations and its strategic implications.

MATH

MATH 105 Introduction to College Mathematics (3) Survey of applications of mathematics, including set theory, probability, statistics, study of growth with applications to finance, exponential and logarithmic functions, and mathematical modeling. Prerequisite: Math 96 or equivalent.

MATH 310 Statistical Applications (3) This course presents an introduction to descriptive and inferential statistics used in collecting, analyzing, interpreting, and presenting data as it relates to business or health care applications. Prerequisite: MATH 105 or higher, computer competence.

NUTRITION

NUTR 220 Nutrition (3) A study of how the body takes in and uses the nutrients from food. Food sources, functions, and requirements of the following are discussed: carbohydrates, proteins, fats, vitamins, minerals and water. In addition, digestion, absorption and metabolism of all nutrients are covered. Skills are developed for improving personal eating habits and for evaluating nutrition information in the mass media.

PHILOSOPHY

PHL 110 Introduction to Philosophy (2) An introduction to the perennial issues in Western philosophy, such as knowledge and skepticism, the existence of God, the problem of evil, freedom of the will, and the foundations of morality. Emphasis will be placed on critical thinking and the development of understanding through reasoned argument.

PSYCHOLOGY

PSY 200 General Psychology (3) This course introduces students to a general knowledge of the principles of psychology and relates them to the Christian faith. Specific areas to be studied are foundations of psychology, human development, personality, learning and memory, motivation and emotion, perception, intelligence, cognition, psychological disorders, and social behavior. (Satisfies a Social Science requirement in the General Education Core.)

PSY 325 Human Development (3) The goal of this course is to investigate human development from conceptions through death. Topics covered include various aspects of the developing child, adolescent, and adult. Physical and perceptual development, language and cognitive development, and social and moral development are covered for each developmental stage. Prerequisites: PSY 200, SOC 200, WR 315.

PSY 345 Social Psychology (3) This course is a study of the social behavior of individuals and groups. Topics include conformity, social influence, conflict, justice, altruism, aggression, prejudice, and attitudes. Prerequisites: PSY 200, SOC 200, WR 315.

PSY 355 Research Methods (3) The goal of this course is to introduce students to basic research design. Topics include sample selection, questionnaire construction, reliability and validity of measurements, internal and external validity, and experimental design. Students design hypothetical research studies and apply appropriate statistical measures. Prerequisites: PSY 200, SOC 200, MATH 310, WR 315.

PSY 425 Abnormal Psychology (3) Psychopathology is examined from a biopsychosocial perspective. Students are introduced to the DSM-IV-TR. Topics include etiology, symptoms, and treatment of depressive, anxiety, somatoform, and dissociative disorders, as well as schizophrenia, substance-related and age-related disorders, and personality disorders. Prerequisites: PSY 200, SOC 200, WR 315.

PSY 465 Introduction to Counseling Skills (3) This course is designed to introduce basic interviewing skills to students who anticipate future work in Christian ministry, teaching, counseling, or other related fields. While this course involves students' practice of basic listening, empathy, and rapport-building skills, it is not intended to prepare students for clinical practice. Prerequisites: PSY 200, SOC 200, PSY 425, and at least junior standing.

SOCIOLOGY

SOC 200 Introduction to Sociology (3) An introduction to basic concepts and terminology; human behavior in groups, family, education, religion, and government; ecology; and social deviancy. This course meets diversity study requirements.

SOC 320 Explorations in Human Services (3) This course orients students to the Human Services Professional Studies Program and provides a forum for exploration of concepts and principles relevant to work in human services. This course examines the applications of these principles and concepts in relation to the needs of various types of organizations Career paths, work settings, and relevant theoretical models are also addressed,

SOC 335 Social Issues and Problems (3) This course is designed to increase students' awareness of a variety of issues and problems in our society. Topics include economic and social inequalities, substance abuse, access to health care and quality education, population and environmental issues, and changing families. Prerequisites: PSY 200, SOC 200, WR 315.

SOC 415 Group and Organizational Behavior (3) This course introduces students to concepts of evidence for performance and organizational effectiveness. Overview standards of excellence for these domains, and how would we measure them to ensure ongoing growth professionally and within an organizational setting are also addressed.

SOC 425 Introduction to Family Systems (3) This course is an introduction to family systems, including nuclear families, extended families, stepfamilies, single-parent families, and alternative families. Topics include changing American families, family boundaries, domestic violence, daycare, marriage, and divorce. Specific attention is given to Christian perspectives of marriage and families. Prerequisites: PSY 200, SOC 200, WR 315.

SOC 440 Multicultural Issues in Human Services (3) In this course students investigate attitudes and perspectives regarding gender, race, ethnicity, sexual orientation, age, and other cultural differences. Particular emphasis will be placed upon biblical, historical, and cultural perspectives, and the impact current views have on interpersonal relationships. Students will be encouraged to expand their points of view of diverse populations leading toward successful relationships and an acceptance of all people.

SOC 460 Planning and Evaluation in Human Services (3) This course provides an introduction to designing and conducting program evaluations for non-profit organizations and community services. The focus of the course is on applied learning in evaluation that can augment student contributions to community and organizational programs and contribute to fundable grant applications.

SOC 495 Human Services Internship (4) Internships provide students an opportunity to apply their classroom learning and gain practical experience in a social service agency in the community. Students are supervised by professionals in the field and average nine hours per week at their chosen site. Students should consult with their advisor during the semester prior to registration of internship credits. Prerequisites: Majority of human services requirements and at least second-semester junior standing.

SOC 499 Senior Capstone (1) Students work with a designated professor to develop a research project and written paper that reflects an area of interest and integrates a significant amount of their previous coursework, service learning, and internship experience.

WRITING

WR 121 English Composition (2) This course prepares the student for academic writing. Emphasis is on analytic skills that underlie formal essay writing: the movement from general to specific, the drawing of reasonable conclusions from specifics, the organizing of reasons for conclusions. Other important goals are the mastery of correct mechanics and the development of an individual writing style for each student.

WR 122 English Composition (2) The second in the series of freshman composition. The skills of research writing are practiced, emphasizing correct and effective use of quotations, paraphrase, and summary, and location of appropriate sources. Students continue the work of WR 121 by applying the skills of argumentation to research essay writing. Style goal: the development of an effective research writing style.   Prerequisite: WR 121 or equivalent.

WR 315 Writing for the Social Sciences (3) Students learn to conduct library and on-line searches to review the literature on topics in psychology, sociology, and related fields. Students learn to summarize current research and synthesize their findings into a cohesive research paper. APA manuscript style is introduced.

WR 320 Research Writing for the Social Sciences (3) This course focuses on writing as a whole process of thinking, judging and evaluating information, completed by a study of grammar usage, sentence and paragraph construction, and rhetorical patterns. Students also develop techniques for effective library research and learn to use the APA citation system for research papers.

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